



Academic Employee Handbook

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About This Handbook

The Academic Employee Handbook is not a contract and is meant for informational purposes only. The current collective bargaining agreements for academic employees can be found at <https://www.yccd.edu/district-services/hr/labor-relations/>.

The Faculty Association of the Yuba Community College District (FAYCCD) represents full-time faculty. Information about FAYCCD, including officers, representatives and contact information, can be found at <https://yccd.instructure.com/courses/25506>.

Part-time faculty throughout the district are represented by the Yuba College-American Federation of Teachers (YC-AFT). Information about YC-AFT is located at <http://aftyuba.org/>.

This Academic Employee Handbook lists typical information used by faculty in their day-to-day responsibilities and is intended to be used in conjunction with the Board Policies and Administrative Procedures as well as the collective bargaining agreement.

Information is listed by topic with general information that applies to both colleges listed first. If applicable, this is followed by additional information that applies to a specific college.

Representatives of the District/College/Academic Senate Leadership (DCAS) review the handbook annually. If you have suggestions for improving the handbook, find broken links or anything is unclear, please contact academicemployeehandbook@goyccd.onmicrosoft.com.

The current version of this handbook is available at <https://www.yccd.edu/district-services/education-and-planning/academic-employee-handbook/>.

Introduction

Welcome

On behalf of the students, faculty, staff, and administration, we would like to extend to you an enthusiastic “Welcome”.

This handbook has been compiled to assist in answering some of the questions you may have regarding the district and college processes. In the following pages, we have attempted to explain how we respond to various situations that arise both in and outside of the classroom.

Thank you for your contribution to the lives of our students and for the talent you add to our team of dedicated professionals. Best wishes to you in the coming year!

Yuba Community College District Mission (BP 1200)

Yuba Community College District (YCCD) provides all individuals in our diverse communities access to high-quality, affordable higher education that is responsive to student needs. Our mission is to inspire and advocate for student success through our passion and commitment to teaching, learning, and social justice.

Board of Trustees’ Vision Statement

Our vision is to empower our students and strengthen our communities by providing equitable, student-centered learning opportunities.

Adopted October 14, 2021

YC Mission

Yuba College is committed to providing equitable student learning and success. We offer degree and certificate programs leading to career and transfer opportunities for our diverse communities.

Woodland Community College Mission

The mission of Woodland Community College is to empower students to achieve their career and educational goals by offering equitable opportunities to complete academic degrees, career certificates, and transfer pathways, thereby contributing to the economic development of the region, the state, and the country.

Commitment to Diversity, Equity, and Inclusion

The Board of Trustees is committed to diversity, equity, and inclusion, values the diversity of the District's students, faculty, staff, and people with whom it does business, and believes in the importance of a multicultural education to prepare students for a global society. Please read the entire policy: BP 1300: Commitment to Diversity, Equity, and Inclusion. Each of the colleges embody this commitment. You can connect to the college work at these links:

[Diversity, Equity, and Inclusion Committee - Woodland Community College](#) and [Yuba College](#).

Hispanic Serving Institution (HSI)

Yuba College and Woodland Community College are proud to be designated as Hispanic Serving Institutions. According to Title III of the [Higher Education Act of 1965](#), in order for an HSI to receive federal funding, it must satisfy the following criteria:^[4]

- Have a least 25 percent Hispanic or Latino undergraduate full-time equivalent student enrollment.^[5]
- Must be an eligible public or private non-profit institution of higher education
- Must offer at least two-year academic programs that lead to a [degree](#)
- Must be [accredited](#) by an agency or association recognized by the [Department of Education](#)
- Must have high enrollment of students in need

The [Department of Education](#) offers grants to institutions defined as HSIs, which can be used for many academic purposes serving all ethnicities at the institution including faculty development and management development, improvement of academic programs, endowment funds, curriculum development, scientific or laboratory equipment for teaching, renovation of instructional facilities, joint use of facilities, academic tutoring, counseling programs and student support services.

Emergency Procedures

Emergency procedures are available online at the following link:

WCC: <https://wcc.yccd.edu/student/EmergencyProcedures/>

YC: <https://yc.yccd.edu/student/EmergencyProcedures/>

COVID-19 information is available at the following link:

<https://www.yccd.edu/district-services/coronavirus-covid-19/>

Emergency Messaging System

To communicate during times of emergencies, YCCD provides a multi-platform solution using a product called [Catapult](#). As a default, all students will be automatically enrolled to receive email emergency notifications from every site at which they take classes. Students enrolled in online sections will be enrolled at the site from which the section originates. As a default, all staff and

faculty will be automatically enrolled to receive email emergency notifications from every site. In addition, [everyone is requested to supply their mobile number.](#)

Woodland Community College

Main Campus

During Regular Office Hours (Monday – Friday from 8:00 am to 5:00 pm)

- Notify college personnel of location and nature of the emergency or contact Campus Police – (530) 661-5722 or for more information [https://wcc.yccd.edu/about/campus-police.](https://wcc.yccd.edu/about/campus-police)
- Contact the Office of the President – (530) 661-5711 or (530) 661-5712

After Regular Office Hours (Monday – Friday from 5:00 pm to 9:00 pm and Saturdays)

- Phone appropriate emergency agency – Dial 911 – report the location and nature of the emergency.
 - If calling from a campus phone, dial 9-911 – this will also notify the President’s office and Campus Police.
- Campus Police Cell Phone – (530) 681-8782

Lake County Campus

During Regular Office Hours (Monday – Friday from 8:00 am to 5:00 pm)

- Notify college personnel of location and nature of the emergency or contact WCC Campus Police – (530) 661-5722.

After Regular Office Hours (Monday – Friday from 5:00 pm to 9:00 pm and Saturdays)

- Phone appropriate emergency agency – Dial 911 – report the location and nature of the emergency.
 - If calling from a campus phone, dial 9-911.
 - In case of fire at the Lake County Campus, break fire alarm.
- Contact Lake County Campus, (707) 995-7900, and file report.

Colusa County Campus

- Phone appropriate emergency agency – Dial 911 – report the location and nature of the emergency.
 - If calling from a campus phone, dial 9-911.
 - In case of fire at the Colusa County Campus, break fire alarm.
- Contact Colusa County Campus, (530) 668-2500, and file report.

Yuba College

Main Campus

During Regular Office Hours (Monday – Friday from 8:00 am to 5:00 pm)

- Notify college personnel of location and nature of the emergency or contact Campus Police – (530) 741-6771
- Contact Vice President Academic/Student Services Office – (530) 741-6766

After Regular Office Hours (Monday – Friday from 5:00 pm to 9:00 pm)

- Evening Supervisor – (530) 741-8714
- Campus Police Cell Phone – (530) 870-1158
- Dial 911 (If calling from a campus phone, dial 9-911). Indicate location and nature of the emergency.

Sutter County Campus

- Phone appropriate emergency agency – Dial 911 – report the location and nature of the emergency.
 - If calling from a campus phone, dial 9-911.
 - In case of fire at the Sutter County Center, break fire alarm.
- Contact Sutter County Center, (530) 751-5564, and file report.
- More detailed information may be found in the “Emergency Preparedness Handbook” located in the staff workroom and in the document holders mounted on walls throughout the Sutter County Center.

Onboarding

Paperwork:

- If this is your first semester teaching in this District, your paperwork, including Livescan fingerprint requirement, must be complete before you enter the classroom.
 - Contact Office of Human Resources at (530) 741-6722 or yccd-hr@yccd.edu if you have any questions regarding this paperwork.
- Once your minimum qualifications have been established, your Livescan fingerprint requirement has been processed through DOJ and your employment has been confirmed by the appropriate administrator and approved by the Board of Trustees, you will be activated in our college computer system.
 - Confirmations will be processed through the Office of Human Resources and either mailed to you by U.S. mail or put in your designated part-time faculty mailbox.
- For all questions regarding salary, please contact the Office of Human Resources by phone/voice mail (530) 741-8765 or email yccd-hr@yccd.edu.

Orientation

- There will be an orientation scheduled, you should attend. (Can qualify for [Flex credit](#))
- Keys
 - Key request forms can be obtained from the Division Dean's office (both colleges) or for WCC in [Canvas Faculty Resource Central Forms](#); you will need to fill out the form and submit it to the Division Dean's Office.
 - Please see [AP 3501](#) for more details.

Copy Code

- Your copy code is the 7-digit numeric part of your employee ID.

Mentorship

Yuba College

Yuba College full-time faculty members often provide a new faculty orientation at the beginning of each academic year. This orientation centers around sustained professional learning designed to foster community within the classroom and across the campus, and to promote institutional engagement and leadership by both full-time and part-time faculty. For additional information on mentorship, contact the Office of the Vice President of Instruction at (530) 741-6761.

Academic Employee Absences and Substitutes

Absences

Except in an emergency, such as accident or illness in immediate family or serious property damage, permission to be absent from the campus must be secured in advance from the immediate supervisor, or in their absence, the administrator to whom they report, and the students must be notified in advance. The instructor should notify their students in advance both verbally in class and via their student email.

Absences require an approved [Leave of Absence Form](#). In case of an emergency absence, it is imperative that a telephone call be made to the appropriate administrator, prior to 7:45 a.m. if possible, so that notices to students may be placed on classroom and office doors. If an academic employee becomes ill or other emergency arises during the day, they should notify the appropriate administrator if it becomes necessary to leave campus. Upon return to duty, the faculty member must complete and file with the immediate supervisor a "Report of Absence" for all days, or portions of days, missed when the college was scheduled to be in session. The supervisor will sign and forward the "Report of Absence" to the Office of Human Resources.

Due to state requirements, it is not possible to change the modality of your course to adjust for an absence. For example, you cannot shift to meeting online if your course is scheduled to meet on campus.

Woodland Community College

Report all absences from class to your immediate supervisor and submit a [Leave of Absence Form](#). The form is located in [Faculty Resource Central forms](#) and at <https://www.yccd.edu/wp-content/uploads/2020/06/Leave-Request-Report-of-Absence.pdf>

Yuba College

Report all absences from class to your Division Dean and record them on a Leave of Absence Form. The form is located in at your division office and online at: <https://www.yccd.edu/wp-content/uploads/2020/06/Leave-Request-Report-of-Absence.pdf>

Tardiness

If an academic employee is running late to class or expecting to be tardy by more than 5 minutes, they should call the appropriate administrator's office, which will inform the students and will help make arrangements for the remainder of the class period. In the absence of any other directions, the students are expected to wait until fifteen (15) minutes past the course start time at which time they may assume that the class will not meet, and they are free to leave. Academic employees are expected to follow the policy of being in the classroom at the time the class is scheduled to commence and not leaving until the class is scheduled to end.

Substitutes

It is the policy of the District to employ a substitute whenever it is apparent to the appropriate administrator that an academic employee will be unable to meet their classes cumulatively for the minimum required hours as prescribed by Title 5, Section 55002-55002.5, or at the discretion of the appropriate administrator. When a prolonged absence is indicated, and a qualified substitute cannot be found immediately, fellow academic employees may be requested to substitute, providing their own instructional assignments make it feasible.

Such a substitute academic employee will be reimbursed at the appropriate EP or part-time teaching rate. Reimbursement shall begin with the first day of substitute teaching. The appropriate administrator will make arrangements for substitute teaching and for obtaining reimbursement after conferring with the Vice President.

Contact Information

YCCD web directory of staff and faculty: <https://www.yccd.edu/district-services/directory-of-staff/>.

Home Addresses and Telephone Numbers

All employees are required to have their official mailing address and telephone number on file in the Office of Human Resources. An employee's address and telephone number must be updated immediately whenever changed, and the contact information must be such that the employee can be reached relatively expeditiously.

To update or change your contact information, go to [WCC Self-Service](#) or [YC Self-Service](#), login, select your Employee ID in the top right, and then click on the "User Profile." There you will be able to add a new address and phone number(s). Students (and staff) are able to identify their chosen name and preferred pronouns in Self-Service, which will be displayed across multiple systems including Canvas rosters and Microsoft 365. Please note, there may be some areas where YCCD is legally required to use an individual's legal name or where system/application limitations may not use chosen name or pronouns. Be sure to also provide this updated information to your division and/or area secretary. In addition, send an email to the [Office of Human Resources](#) to update your personnel file and notification to TCSIG.

Email

According to [AP 3721](#), "Email has been adopted as the primary mechanism for sending formal communications to students, faculty, and staff." Students must, therefore, check their assigned studentid@go.yccd.edu email regularly in order to stay abreast of important messages and notifications. Failure to read formal College/District communications sent to students' yccd.edu email address does not absolve students from knowing and complying with the content of official communications.

Likewise, all employees are expected to check their assigned employeeid@yccd.edu email regularly by accessing the [MyApps Portal](#). Failure to read College/District communication sent to employee email address does not absolve them from knowing and complying with the content of the official communication. Additionally, as faculty should be demonstrating regular and effective contact in online instruction, the recommendation is for online courses – email communication between faculty members and students should take place within the Canvas LMS.

Internal Email and Dynamic Distribution Lists

As a means to strengthen communication, the District maintains multiple internal email and dynamic distribution lists. You will receive only those messages sent to groups that you are a member of. Some internal distribution lists restrict who can send messages. You may contact the college president to request an email be sent to a restricted email list. Here is a key of some of the most common lists used:

List Name	Audience
All – YCCD	All district, Yuba College (YC) and Woodland Community College (WCC) staff and faculty
All WCC	All WCC staff and faculty

All WCC Faculty	All WCC full-time and part-time faculty at all WCC campuses
All WCC Part Time Faculty	All WCC part-time faculty at all WCC campuses
WCC Part-time	All WCC part-time faculty at the main campus location only
LCC Faculty	All full-time faculty at the LCC campus location only. Includes the dean and dean's admin as well.
WCC FT Faculty	All full-time faculty at the main campus location only.
WCC Counseling	All WCC full-time and part-time counseling faculty at all WCC campuses.
All YC	All YC staff and faculty
All YC Faculty	All YC full-time and part-time faculty
All YC Part Time Faculty	All YC part-time faculty
All YC Full Time Faculty	All YC full-time faculty
YC Counseling	All YC full-time and part-time counseling faculty

Campus Access and Parking

Campus Access Keys and Cards

[AP 3501](#) prescribes the control, use, and possession of keys and cards to YCCD facilities. All persons issued YCCD keys shall at all times be held responsible and accountable for said keys. Appropriate administrators may request and delegate the issuance of keys only as necessary. The “Key Control Form” must be used in distributing access keys and/or cards to all employees. Work with your deans’ offices to fill any key request needs.

Keys that are no longer needed or authorized **MUST BE RETURNED**. Once an employee no longer has a necessity to possess certain keys to complete their assigned duties, the keys must be returned to the M&O Department. Individuals possessing keys to YCCD facilities are responsible for such keys. All lost keys must be reported immediately to the appropriate department administrator and to the YCCD Police Department. YCCD reserves the authority to charge individuals for the cost of key replacement and/or re-keying of locks caused by loss of keys to campus facilities.

Office Space

Full-Time Faculty Office Space

You will be provided an office space as part of your on-boarding process. If office space should become available and you feel it would be a beneficial change you may make a written (email)

request with a narrative explanation of the benefits of the move to your division dean. The division dean will consider your request in collaboration with other managers and future needs to let you know the outcome of your request.

Part-Time Faculty Office Space – Woodland Community College

Woodland Community College provides a Part-time Faculty Office located in Room 846 at the Woodland Campus. The office contains networked computer workstations, a printer, and a place to meet with students. Offices in Colusa and Lake are also available. Office space is allocated on a first-come, first-served basis. In Room 846, each desk has a sign-up sheet on which the part-time faculty member may reserve specific times and dates when the faculty member would like to reserve the office space. At the Lake site, part-time offices can be requested through the dean's office.

Part-Time Faculty Office Space – Yuba College

Yuba College provides a Part-time Faculty Office located in Room 835 at the Marysville Campus. The office contains networked computer workstations, a printer, and a place to meet with students. Office space is also available at the Sutter County Campus. Office space is allocated on a first-come, first-served basis. In Room 835, each desk has a sign-up sheet on which the part-time faculty member may reserve specific times and dates when the faculty member would like to reserve the office space. A different room could be reserved via coordination with the supervising dean.

Classroom Facilities

You may be using a classroom that other instructors may use at other times of the day. Please be certain that you leave the room as you found it, erasing boards and returning furniture if you have moved it. Turn out the lights and lock the door (if applicable) as you leave. Ask students to help by cleaning their working/seating areas.

Parking

Academic employees who park in any YCCD parking lot are required to display an up-to-date parking permit or daily permit. Permits may be ordered through Self Service.

[AP 6750](#) governs all driving and parking on District Property. Permit parking is enforced in all general lots between 6:00 am and 6:00 pm, Monday through Friday. All general lots require a properly displayed, valid permit during these times. All other parking regulations are enforced 24 hours a day, seven days a week. This includes designated staff spaces, accessible spaces, timed spaces, red zones, yellow zones, and areas not marked (no parking at any time).

To park in accessible parking, a valid accessible placard or disabled license plate and a current parking permit must be properly displayed on a vehicle. Designated parking spaces (blue) indicates parking limited exclusively to the vehicles of all disabled persons to include disabled veterans, disabled students, and disabled employees in all District general student parking lots.

A valid "Staff" or "Student" parking permit, or Daily Parking Permit also must be displayed in plain view from outside the front windshield.

Some parking spots are designated as "Reserved for Low-Emitting & Fuel-Efficient Vehicles." In order to park in a "Low-Emitting Vehicle" space, the owner must have a DMV Clean Air Vehicle decal posted on the vehicle. If you park in these spaces without the DMV Clean Air Vehicle decal, you will receive a parking citation. You can find out if your vehicle qualifies for such a decal at the [California Air Resources Board website](#).

Courtesy parking permits may be obtained from the Office of the Vice President, appropriate administrator of Campus Operations for the Sutter, Lake, and Colusa County Campuses, or the YCCD Police Department for visiting lecturers or guests. Requests for the courtesy-parking permit must be submitted at least three (3) business days in advance.

Visitor parking is available for short visits and does not require a permit.

Reporting Facilities Issues

If you witness issues of concern on the college grounds or in college facilities, please report them to your division office, the office of the Lake County Campus Dean or, at the Sutter County Center, to the Vice President of Student Services at Yuba College. All facilities issues are reported to the District Maintenance and Operations department via online work orders submitted by your division office or Director of Campus Operations. Classroom issues take priority over all others. If there is a pressing classroom facility issue, please contact your division office or Campus Operations Director at once so that a call may be placed to District Services.

Normal Type Maintenance/Custodial Service Requests:

1. Normal maintenance and custodial needs can be addressed by writing a work order request in NetFacilities per one of the following:
 - a. Most employees can write a work order. Email names of staff that need to write work orders to Bill Granger at wgranger@yccd.edu to be given access to NetFacilities.
 - b. NetFacilities web page: <https://system.netfacilities.com/>
2. Requests can also be directly emailed to Rachel Harvey at rharvey@yccd.edu. Rachel will write the work order for you if you do not know how or do not feel comfortable writing it.

Urgent Maintenance/Custodial Service Requests:

1. Call the Maintenance Department at 530-741-6775.
 - a. Include this information with your request:
 - i. Your Name
 - ii. Date and time

- iii. Location: Campus/Building No./Room No., or other description.
 - iv. Description of service need and if students are impacted.
 - v. If immediate safety, security, health issues are present and what they are. (smell of gas, toilet overflowing, roof leak, etc.)
 - vi. How you can be reached if more information is needed.
2. Urgent requests can also be called-in through one of the following staff:
- a. Rachel Harvey, 530-740-1715
 - b. Brian Splaine, Woodland Community College, office phone: 530-668-3690
 - c. Bryan Epp, Yuba College, office phone: 530-740-1722, or cell phone: 530-701-9202
 - d. Bill Granger, office phone: 530-741-6776.
 - e. David Willis, YCC District, cell phone: 916-747-4262

If you cannot reach any of the above staff, please email Brian Splaine at bsplaine@yccd.edu for Woodland Community College locations or Bryan Epp at bepp@yccd.edu for Yuba College locations and copy Dave Willis at dwillis@yccd.edu.

Mailboxes

Woodland Community College

Mailboxes are provided for all instructors teaching onsite at the Woodland Campus in the 100 Building. Mailboxes are provided for all instructors teaching onsite at the Lake County Campus in the 100 Administration Building. Outreach instructors at the Colusa County Outreach Facility will receive information through regular mail channels, OR they may make arrangements to have a mailbox at the campus.

Yuba College

Mailboxes are provided for all instructors teaching onsite at the Yuba College campus in the 100B-building, Room 132, or a faculty member may make arrangements to have a mailbox in another location by coordinating with their supervising dean.

Printing and Duplication

The Yuba Community College District Print Shop has transitioned to User Support Services and provides limited printing and duplication services for low-cost text development and specialty printing projects. User Support Services is located on the Yuba College Marysville Campus and may be reached at helpdesk@yccd.edu or 530-741-6981.

While the district strives to become a paperless environment, convenience copiers (MFPs) are available throughout the district and may be utilized from your office or directly from home if you are logged on using a virtual private network (VPN) connection. If not connected by VPN, see [Print from USB at the Multi-functional printer \(biz hub\)](#). They also offer the added

convenience of walk-up duplicating, scan and email copies of documents. If providing a digital copy is not sufficient, we encourage you to utilize your departmental copier to print syllabi, handouts and tests.

All MFPs have the ability to print double- or single-sided pages and include finishing functions of single/double staples and 3- or 2-hole punch. Some of the MFPs have color printing, but please be aware of the cost of printing to your department's budget, provide digital documents whenever possible. When on campus and logged into a computer or device with a YCCD ID#, all faculty and staff should have a default printer selection named \\YCCD-Print, when selected, your print job will be sent to a secure folder and can only be released by the sender at any MFP in the District.

Print requests should only be submitted to the User Support Services if the print job cannot be completed at the MFPs.

Below are links to knowledge base articles on using \\YCCD-Print and releasing, scanning and copying at the District MFPs.

- [Print Anywhere YCCDPrint](#)
- [Release YCCDPrint jobs at any MFP \(copier\)](#)
- [Scan to email or OneDrive on any District MFP](#)
- [Print from USB at the Multi-functional printer \(biz hub\)](#)

If you have any questions, please contact User Support Services at helpdesk@yccd.edu or call 530-741-6981.

All students, staff, and faculty in the Yuba Community College District are expected to comply with United States copyright law. Copyrighted material includes such items as books, articles, films, videos, photographs, music recordings and scores, plays, visual art, and architectural drawings. Email, web information, graphics, databases, online materials, and software are included in the copyright umbrella, thus extending copyright to digital works or those transformed into a digital format. Actions such as copying, distributing, downloading, and uploading information on the internet may infringe the copyright for that information. In order to use a copyrighted work, one must either have the permission of the copyright holder or qualify for exemption under the provisions of fair use. Refer to [AP 3750](#), "Use of Copyrighted Material," for the complete Administrative Procedure to be followed.

Woodland Community College

MFPs are located in the 100, 600, 700, and 800 Buildings for production jobs.

Yuba College

MFPs are located in Building 100B rooms 21, 107, 112; Building 200 room 211; Building 300 room 300; Building 600 room 621; Building 800 rooms 801A, 835; Building 1100 rooms 1103, 1125, 1191; Building 2000 rooms 2103, 2120, 2137.

Textbooks

Provide your course textbooks or zero cost textbook options through the Follett bookstore as soon as you are assigned classes for the semester. You can contact the bookstore directly at: 0642mgr@follett.com (Woodland CC) and 0640mgr@follett.com and 0640asm@follett.com (Yuba College). If you are not using a textbook or recommend students purchase through another source, the bookstore still needs the information. Students may be receiving student aid in which purchasing through the bookstore is advantageous. Also, it is through registration and the book link in self-services that students can make informed purchasing decisions.

Part-time faculty, and departments as a whole, are encouraged to use the same textbook. The textbook options are found on the course outline of record (COR). To suggest changes to the COR, see the curriculum section of this handbook. The college may have lending libraries and other resources available for students based on these selections.

All instructors may request a copy of the course textbook by asking the publisher directly for a “desk” copy. Do not request a “desk” copy through the bookstore.

Students can view and buy required textbooks through the "Purchase Textbooks" link within Self-Service.

Smoke-Free Campus

Both Woodland and Yuba Colleges have worked hard to establish and maintain our distinction as smoke-free campuses. Each member of the campus community plays a vital role in informing our students, colleagues, and guests of our smoke-free policy as well as ensuring its compliance by all. For more information, please see [BP 3570](#) and [AP 3570](#), Smoking on Campus. Smoking is also not permitted while inside private vehicles on campus.

Drug Free Environment and Drug Prevention Program

The District shall be free from all illicit drugs and from the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees (see [BP 3550](#)).

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action consistent with local, state, or federal law pursuant to 34 C.F.R. Section 86.100, which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

The health risks associated with the use of illicit drugs and the abuse of alcohol are summarized in [AP 3550](#).

The Chancellor shall assure that the District distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of a student's education records by placing limits on who may have access to the records, what information may be shared or disclosed, and how that information may be used. The colleges and college representatives comply with FERPA and have strict policies and procedures in place governing student records. Student information can only be released to a third party (including the student's parents) with the written consent of the student. Information provided will be only be specific information designated by the student. The student's age is not a factor. This includes dual enrolled students taught on high school campuses. For more information review <https://wcc.yccd.edu/admissions/ferpa/> or <https://yc.yccd.edu/admissions/ferpa-release-student-information/>.

Syllabi

Copies of each course syllabus must be filed with the division office prior to the first day of class and whenever changes are made after the first day. Instructions on how to submit are provided below. Also, students must be provided an electronic or paper copy of the syllabus on the first day of class and have access to it throughout the class.

At a minimum, your syllabus should include the following:

1. **Course Title & Number**
2. **Semester and Year**
3. **Instructor Name, Office, Phone Number, and College Email Address**
4. **Office Hours and Location**
5. **Course Description:** Use the course description as stated in the most recent college catalog and as found in the active Course Outline of Record (COR). To suggest changes to the COR see the curriculum section of this handbook.

6. **Prerequisites** (*keep separate from course description on syllabus for emphasis*)
7. **Course SLOs** (*consistent with statements found in the COR*). To suggest changes to the COR see the curriculum section of this handbook.
8. **Attendance Policy**
 - **Notification:** Instructors are required to notify their students of their attendance regulations. The instructor has the right to drop any student with excessive absences; however, the number of those absences must be clearly established in the instructor's syllabus. Most student complaints arise from failing to specify the number of absences allowed.
 - For financial aid purposes, all students must be enrolled and begin attending their courses by add/drop or census date. Additionally, a student should not be considered to have "never attended" if he/she remains on the course roster after census.
 - **Authorized Absences:** Students attending authorized extracurricular/intercollegiate program activities/field trips will be granted an authorized absence by academic employees in all classes missed and permission to make up all work. For tests, quizzes, assignments, in-class activities, and information missed, a student will be given the opportunity to take or complete a similar test or assignment within a reasonable time period. The academic employee in charge of the student absence/field trip must request participating students to personally notify each of their instructors, in advance, that they will be absent and to reach agreement on the makeup procedure with the instructor. The "[Authorized Student Absence for Approved Activities Form](#)" is required to be completed by the student and signed by the instructor in advance of the absence. Advance notice should be as early as possible, but because of weather and other conditions that can alter the schedule of athletic events, advance notice could be only a one-day notice.
 - **Notification of Emergency Absence:** It is the responsibility of the student to notify instructors when they will be absent for several days due to an accident, sickness, bereavement, etc. In such instances, faculty are encouraged to work with students so that they may make up missed coursework. It is the responsibility of the student to contact the instructors upon returning to make up missed course work.
9. For more information see the academic engagement section of this handbook.
10. [Cheating and Plagiarism Policy via the Student Code of Conduct](#). For more information on plagiarism, see Plagiarism section in the handbook
 - For more information see [BP 5500](#) and [AP 5500](#)
11. Grading Policy, Percentages and/or Points
 - **Attendance and Grades:** Per [Title 5, section 55002.a.2.A](#), "attendance" cannot be used to assign part or all of a grade. Students must be assessed on their ability to demonstrate proficiency in meeting the course objectives. Attendance is not part of a course subject matter or a discipline-specific skill and therefore may not be separately assessed as part of the course curriculum. However, because class participation is one of the ways in which students demonstrate

their proficiency with class material, and students who have not attended class have therefore not participated, instructors may include “attendance and participation” or “participation” as a factor in determining a course grade. This aspect of the grading criteria cannot be used to override all others, but it can be factored into a grade.

12. **Required and Recommended Textbooks and Materials**
13. **Day and Time of the Final Exam**, in accordance with the Final Exam Schedule as posted on the WCC and Yuba College website if available. If it is not posted yet, to be determined is acceptable as long as you provide an update in Canvas or class when it is available. Please note the final exam must take place in the modality of the course. For example, an asynchronous course cannot have a scheduled exam. The instructor is responsible for proctoring exams unless an alternative method is approved by the supervising dean or there are DSPS accommodations that the DSPS department will facilitate.
14. **Course lecture hours, lab hours, out-of-class hours and total hours** (*consistent with COR*)
15. **DSPS Accommodations**
 - **Suggested Text:** Students with disabilities who believe they may need accommodations in this class are encouraged to contact Department of Supportive Programs and Services (DSPS) at (530) 661-5797 (WCC) or Disabled Students Programs and Services (DSPS) at (530) 741-6795 (YC), as soon as possible to better ensure such accommodations are implemented in a timely fashion. Some of the support services offered are academic assessment, counseling, course studies, adaptive computer technology lab, note taking, and testing accommodations.
16. **Weekly Topics and Assignment**

Woodland Community College

Submit syllabi to the [Canvas Faculty Resource Central site](#). If you do not have access on the [YCCD Portal Canvas site](#), contact the assistant to your Division Dean (WCC) for access.

Yuba College

Submit syllabi to the Assistant to the Division Dean prior to first day of class, either via email or hard copy.

Guest Lecturers and Speakers

Guest lecturers or speakers can provide information and insights, as well as a change of pace from your regular format. However, on any occasion when you invite a guest lecturer or speaker to your classroom, complete a [Guest Lecturers and Speakers Form](#) in advance and file it with your Dean. Also, keep in mind that guest lecturers and speakers cannot be paid. Additionally, the presentation should be respectful of diverse perspectives. The instructor must remain in the classroom while the guest lecturer or speaker is present.

In addition, regardless of how informal the activity is, the procedures outlined in [AP 3950, Hosting Elected Officials, Dignitaries and Guest Speakers](#), must be followed. To determine how the procedure applies to your guest, contact the Office of the College President or the Office of the Chancellor.

Field Trips and Excursions

Field trips and excursions provide students with learning experiences that cannot be duplicated inside the classroom. To ensure everything goes smoothly, faculty are encouraged to plan activities well in advance of the semester. Field trips and excursions that are integral to the completion of the course should be listed in the class schedule along with the cost.

Students unable to attend a field trip or alternate class site due to unavailable transportation must be given an opportunity to complete an alternate assignment of equal value.

The required forms as well as detailed requirements and processes, are available in [AP 4300, Field Trips/Excursions and Authorized Student Absences](#), and the [Field Trips and Excursions Handbook](#).

Your Classroom

Instructor Class Responsibilities

Instructors have obligations which cannot be adequately expressed in any list of routine duties. Every classroom teacher answers primarily to the imperative needs of the students and, as such, should be sensitive to creative possibilities in instruction. In addition, responsibilities include:

1. Preparing for each class taught, and meeting those classes in the scheduled location for the published length and modality;
2. Maintaining immediate and direct supervision at all times while in charge of any class, lab, or field trip;
3. Evaluating the performance of your students;
4. Erasing the board and leaving the classroom as it was, including securing the door when appropriate;
5. Checking into the appropriate onsite offices to pick up mail, notices, materials, forms; and
6. Completing accurately all census, grade sheets, student learning outcomes and other required reports and submitting by the stipulated deadlines. See the appropriate sections in the handbook on how to complete these tasks.

Class Length

The full class period must be maintained as required by State Law. A lecture or lab HOUR is a 50-minute period. Breaks should be taken as mandated by the education code. However, no breaks are scheduled for classes meeting less than two 50-minute hours.

Breaks are scheduled based on the full hour that is spanned (fractions of hours are not considered). Classes meeting two hours and any fraction take a **10 minute** break total for the period. Classes meeting three or more hours take a **10 minute** break every hour. According to the education code, it is not permissible to omit the break and start or end early.

Class Location

The class is required to meet in the location it is scheduled unless an approved field trip or excursion is taking place (see Field Trip and Excursion section for more information). To request a location/room change, work with your dean's office.

Change of Class Meeting

In the rare circumstance that a class date, time or location is requested to be changed, coordination with your supervising dean is required. This coordination assures that you and your students are covered by insurance when you vary from your regular schedule. Students unable to attend a field trip or alternate class site due to unavailable transportation must be given an opportunity to complete an alternate assignment of equal value.

In addition, for field trips and excursions, please complete the required forms referenced in the "Field Trips and Excursions" section of this handbook.

Class Modality

The class is required to meet in the modality it is scheduled for all required class activities. Changing modalities due to illness or any other reason is not permitted.

Full-Time Office Hours

Full-time faculty office hours are required as outlined in [Article 7](#) in the FAYCCD faculty contract.

Part-Time Faculty Office Hours

Part-time faculty are not required to maintain regular office hours. However, you are encouraged to meet with your students before and/or after class as appropriate and necessary. Part-time faculty who hold office hours can submit an [Office Hours Stipend](#) Form based on the requirements in Article 8.3-8.6 of the [YC-AFT faculty contract](#). The Office Hours forms can be found at the division dean's office. Refer to Article 8 of the contract for important due dates.

Obtaining Student Roster

You should use your self-service course roster(s) to determine which students have been officially added to your class. Rosters are available by accessing self-service in the [MyApps Portal](#). Please take attendance according to your attendance policy at least until census so that you can provide accurate census information.

Waitlist

General Rules

A waitlist will be established for all classes offered by the District. Non-standard courses such as special projects, internships, etc. may be granted an exception with approval by the Vice Chancellor of Education and Planning or designee. The waitlist will consist of 10 spaces.

1. Students must meet the prerequisite(s) for the course in order to enroll on the waitlist.
2. Students enrolled on a waitlist for a course section will be permitted to enroll in another section of the same course. If the student is enrolled in an active section of the course, the system will not automatically enroll the student from the waitlist into another active section.
3. Students will be permitted to enroll on multiple waitlists for the same course.
4. Students who fail to appear for the first class meeting may lose their place on the waitlist.
5. Faculty who add students will give students on the waitlist first priority in the order in which the students are listed on the waitlist.

Procedures for Faculty

1. Faculty should review class rosters the day of the first class meeting.
2. Faculty who add students will give students on the waitlist first priority in the order in which the students are listed on the waitlist.
3. For synchronous classes, if a student fails to appear for the first class meeting, faculty may disregard that student's position on the waitlist.
4. For asynchronous full-term classes, if a student does not reach out to the instructor by 11:59 pm, Saturday of the first week of instruction, then the instructor may disregard that student's position on the waitlist.

For more information, please refer to [AP 5076, Waitlist](#).

Adding Students

If students' names do not appear on the roster, and there is room in the course, either authorize the student to add via Self Service, provide the student an add code, or use the [WCC](#) of [YC add form](#). The Self Service functionality of authorizing students to add or the instructor's ability to provide add codes is scheduled to be implemented for Fall 2022. If the student has questions about their registration, refer them to Admissions & Records. See the section on Census Certification for more information.

Attendance Policy

It is your responsibility to provide clear information to your students about your attendance policies in your syllabus. Please do not indicate that a student will be dropped for non-attendance unless you plan to process an official drop of the student. Students who discontinue attendance in any class without officially dropping or without the instructor dropping them are subject to a failing grade. If the student drops a class using Self-Service, it is the student's responsibility to check that drops (or adds) were processed.

In a full semester class, students who drop within the first two weeks of class will not have their names on your permanent roster. Students who drop themselves or are dropped by the instructor after census certification should receive a "W" and the appropriate last date of attendance should be recorded on the permanent roster. Please refer to the Academic Calendar for census and drop deadlines for full semester classes. The Academic Calendar for Woodland Community College is at <https://wcc.yccd.edu/academics/calendar/> and for Yuba College at <https://yc.yccd.edu/academics/academic-calendar/>. Courses that do not follow the full-semester calendar will have different census and drop dates. Refer to your deadline dates in Self Service. For more information refer to the section on Census Certification and Drops After Census in this handbook.

It is the **responsibility** of the instructor to drop students who are in a "no show" status as "Never Attending" at the earliest opportunity and all inactive students no later than the last business day before the census date. For more information, please refer to [AP 5075, Course Adds and Drops](#).

Instructors are required to award a grade other than a "W" to students withdrawing after the "W" deadline. (*Exceptions are made for students with a military withdrawal (MW) or an excused withdrawal (EW) as defined in [AP 4230, Grading Symbols](#).*)

Authorized Student Classroom Absence

Students attending authorized extracurricular/intercollegiate program activities/field trips will be granted an authorized absence by academic employees in all classes missed and permission to make up all work. For tests, quizzes, assignments, in-class activities, and information missed, a student will be given the opportunity to take or complete a similar test or assignment within a reasonable time period.

The academic employee in charge of the trip must request participating students to personally notify each of their instructors, in advance, that they will be absent and to reach agreement on the makeup procedure with the instructor.

The [Authorized Student Absence for Approved Activities Form](#) is required to be completed by the student and signed by the instructor for an excused absence. For more information, please refer to [AP 4300, Field Trips/Excursions and Authorized Student Absences](#).

Academic Engagement

Academic Engagement is the active participation by a student in an instructional activity related to the student's course of study in accordance with Title 5, and includes, but is not limited to the following academically-related activities:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group, group project, or an online discussion that is assigned by the institution; or
- Interacting with an instructor about academic matters.

Academic Engagement in an online course can be different than an in-person course. Examples of academic attendance and attendance at an academically related activity in an online course include, but are not limited to:

- Student submission of an academic assignment,
- Student submission of an exam,
- Documented student participation in an interactive tutorial, webinar or other interactive computer-assisted instruction,
- A posting by the student showing the student's participation in an online study group that is assigned by the institution,
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters, and
- An email from the student or other documentation showing that the student-initiated contact with a faculty member to ask a question about the academic subject studied in the course.

Student Learning Outcomes (SLOs)

All courses must have assigned Student Learning Outcomes, clearly stated in the syllabus and each course's SLOs must be assessed every semester it is offered. Below are steps to take in assessing, adding, and recording the results for SLOs in eLumen.

Woodland Community College

How to Access and Report Program and Course SLOs

1. Go to the [MyApps Portal](#), login with the same credentials as your email and select eLumen-WCC.
2. For training videos go to the [Canvas page for Faculty and Staff Development Center](#). Click SLO & Program Review and enroll in or go to the course. Review instructional videos provided.
3. Make sure you are logged in as the “faculty” role. View your pending assessments and click the score card in rubric review button next to the course you want to input SLOs for.
4. Next to each student you can assess the level of competency for each SLO. Once you have assessed all students click Save
5. When you are done you can verify the SLOs are posted by all students by viewing the numbers over the “score card in rubric review” button.
6. For issues with students being listed that did not complete the course please select the N/A option.

Yuba College

How to Access and Report Program and Course SLOs

- **Course Student Learning Outcomes Data Entry:**
All faculty are responsible for reporting Course Student Learning Outcomes (CSLO) data at the end of each semester. Please see the [Yuba College SLO website](#) to discover how to set-up and report CSLOs in eLumen. Instructions are on the right menu under “Resources.” Select the “Course SLO Handbook” link under the right menu for more detailed instructions. Also, check the Yuba College [FLEX website](#) for upcoming SLO workshops.
- **Program Student Learning Outcomes Assessment:**
Please see the [Yuba College SLO website](#) to discover how to assess PSLOs in eLumen. Select the “Program SLO Handbook” on the right menu under “Resources” for detailed instructions. Also, check the Yuba College [FLEX website](#) for upcoming SLO workshops.

Census Certification and Drops After Census

Census certification is how the District complies with the census and attendance accounting procedures prescribed by the California Community Colleges Chancellor's Office (see [AP 5070, Attendance Accounting](#)) and is one of several factors that determines the apportionment funding for the District. The Census Date is calculated at the week nearest 20% of the number of weeks in the term if a full-term class, and at the class meeting that is nearest 20% of the number of days the course is scheduled to meet if not full term. Census dates for your classes can be found in Self Service.

Dropping Students Prior to Census

Due to limits on repeatability of classes, it is essential to drop students prior to the census date. If a student is dropped prior to the census date, it does not count against the student as an attempt at taking the course. However, if a student is dropped on or after the census date, it does. Students are limited to three attempts at taking a course.

Dropping students prior to census is also critical to avoid negative impact on a student's financial aid eligibility. If a student receives financial aid for a course and it is later determined the student never attended, funds may need to be returned leaving the student with a balance owed to the college, which impacts the student's ability to register for future courses. Certain balances can be large, the current semester Pell amount for a full-time student is \$3,248.00.

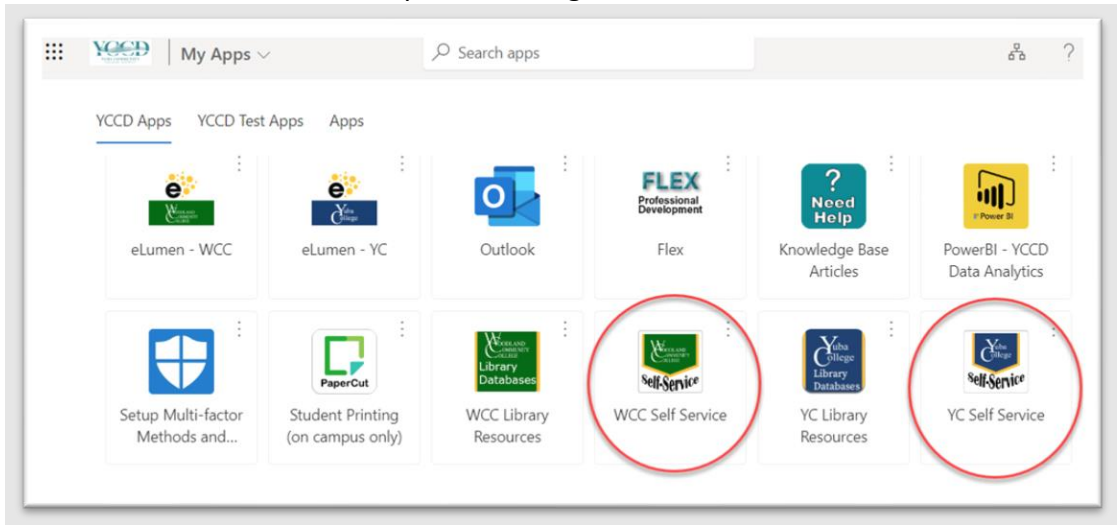
An instructor may drop a student from a class for not showing up for the first session of the class or for not contacting the instructor or not participating in any online activity during the first week of classes of an online class. An instructor may not drop a student from a class other than for reasons of non-attendance or not actively participating.

IMPORTANT: The instructor must drop any student they consider "not active" as of 5:00 p.m. the Friday immediately preceding the census date during each semester or session.

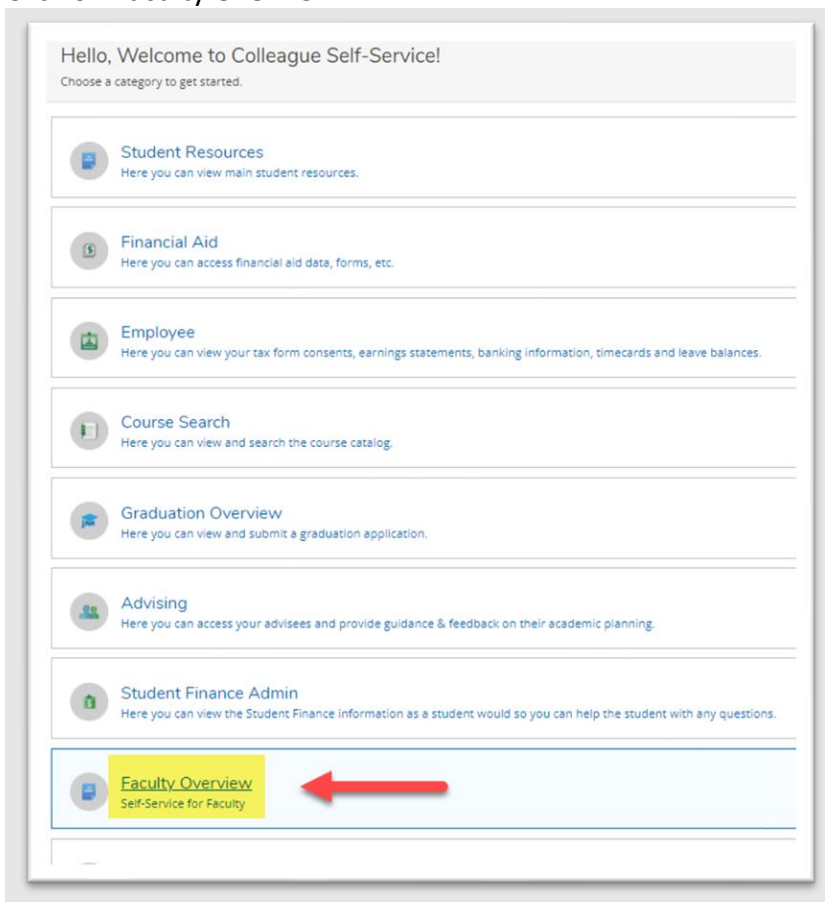
How to Submit Census Reports

Census must be completed **ON THE CENSUS DATE**, not earlier and not later. If the census date falls on a weekend, the census certification must be completed on the next immediate business day. "No Show" drops should be done before the census date, not on the same day. Follow these steps listed below to complete your census certification.

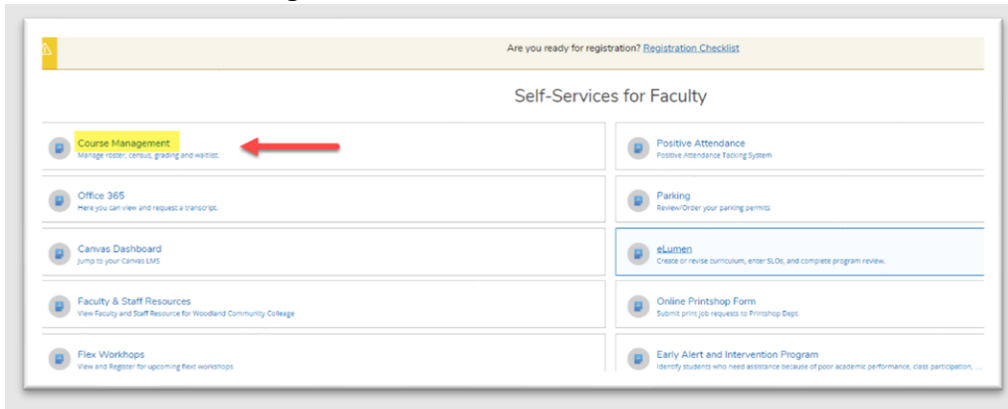
1. Login to the My Apps Portal at <https://myapps.microsoft.com/>
2. Click on Self Service for the respective college.



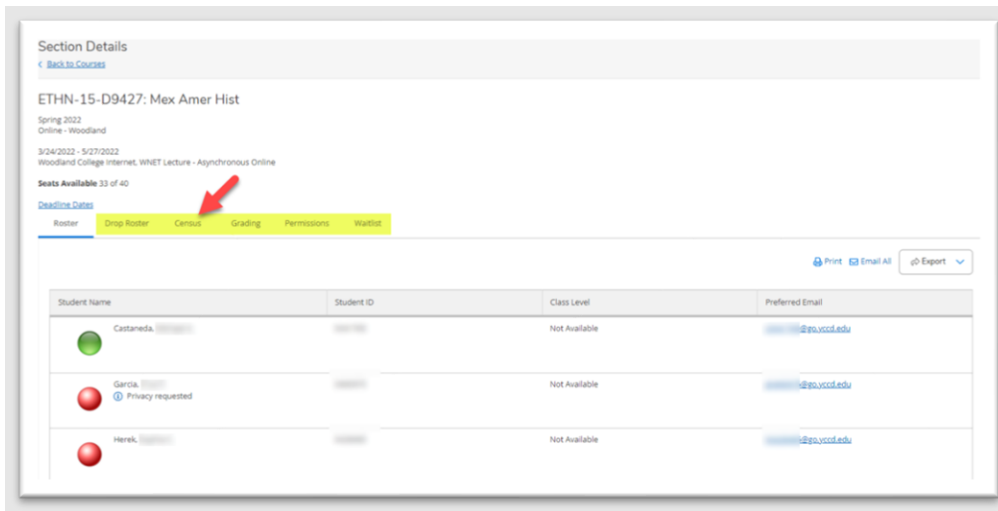
3. Click on Faculty Overview



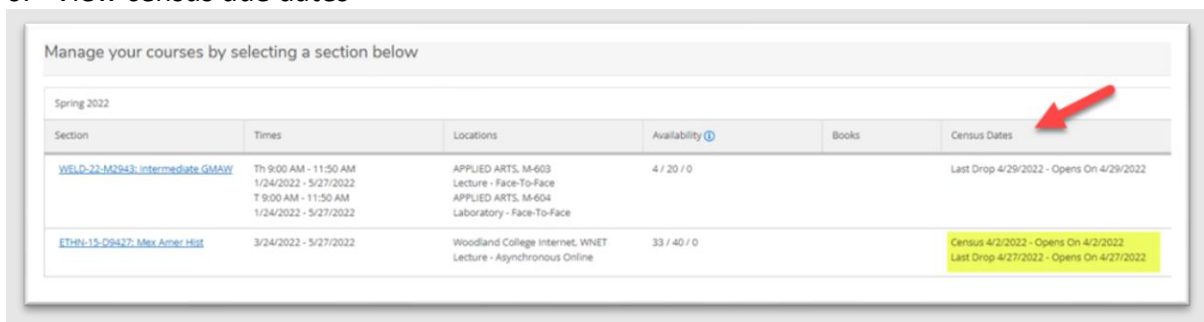
4. Click on Course Management



5. Click on Census to view census due date information

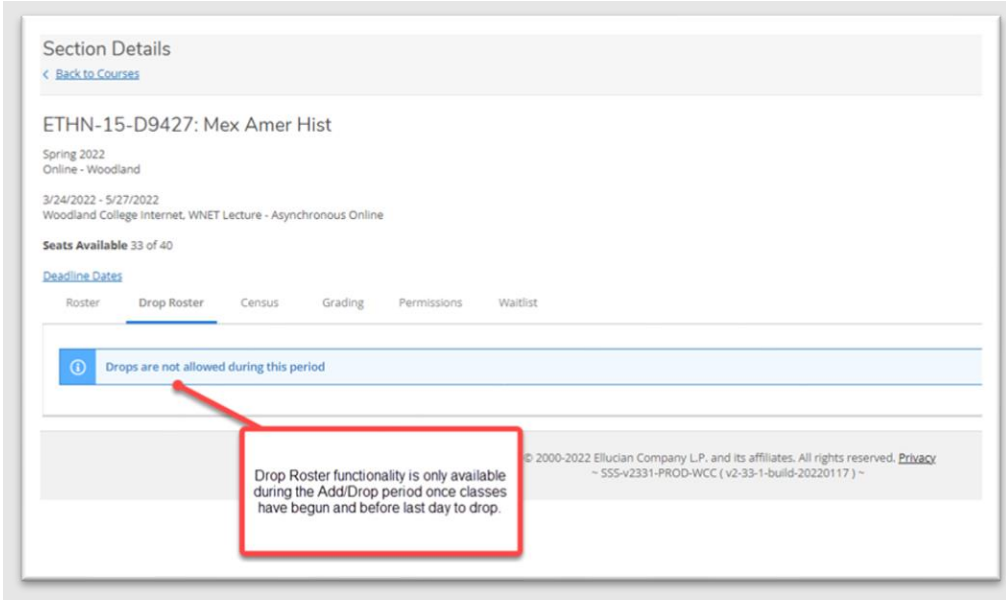


6. View census due dates

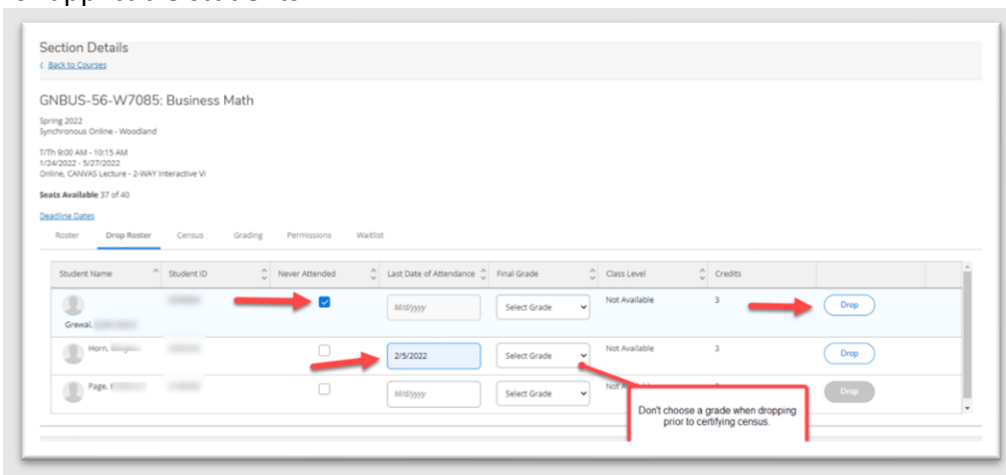


- Click on Drop Roster to drop “no show” and inactive student(s)

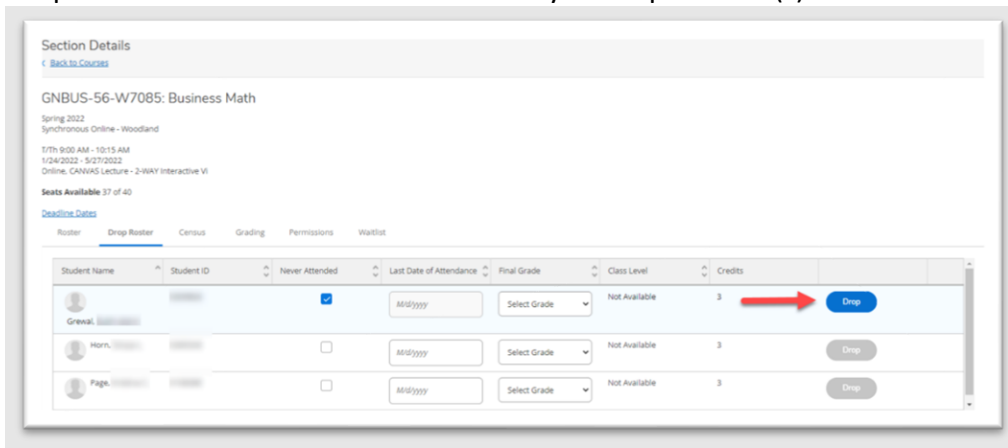
Note: Drop roster functionality is only available during the Add/Drop period once classes have begun and before the last day to drop. Otherwise, an error message will pop up to let the instructor know.



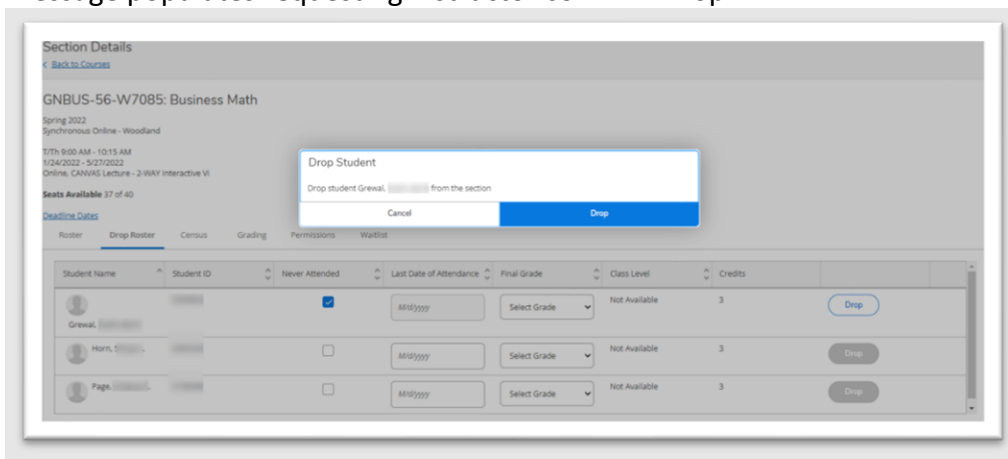
- Once the drop roster is available, indicate ‘Never Attended’ or Last Date of Attendance for applicable students.



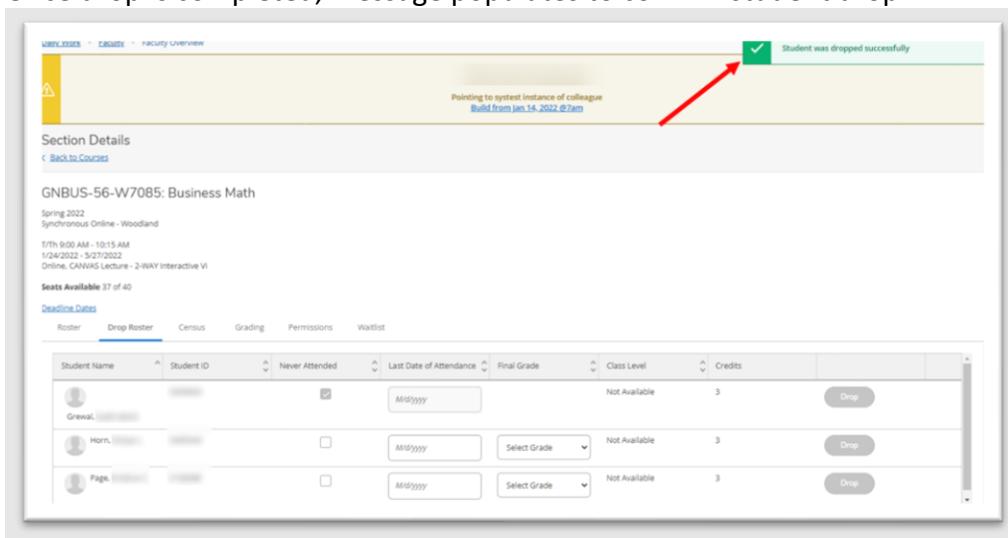
9. Drop Button will turn blue to enable ability to drop student(s)



10. Message populates requesting instructor confirm 'Drop'



11. Once drop is completed, message populates to confirm student drop



12. Click on Certify once all drops have been completed

Section Details

[Back to Courses](#)

GNBUS-56-W7085: Business Math

Spring 2022
Synchronous Online - Woodland

11th 9:00 AM - 10:15 AM
1/24/2022 - 5/27/2022
Online, CANVAS Lecture - 2-WAY Interactive VI

Seats Available 37 of 40

[Deadline Dates](#)

Rooster Drop Rooster **Census** Grading Permissions Waitlist

2/23/2022 Last Drop

2/23/2022 Census [Certify](#)

Student Name	Student ID	Never Attended	Last Date of Attendance	Class Level	Credits
Horn		<input type="checkbox"/>	MM/yyyy	Not Available	3
Page		<input type="checkbox"/>	MM/yyyy	Not Available	3

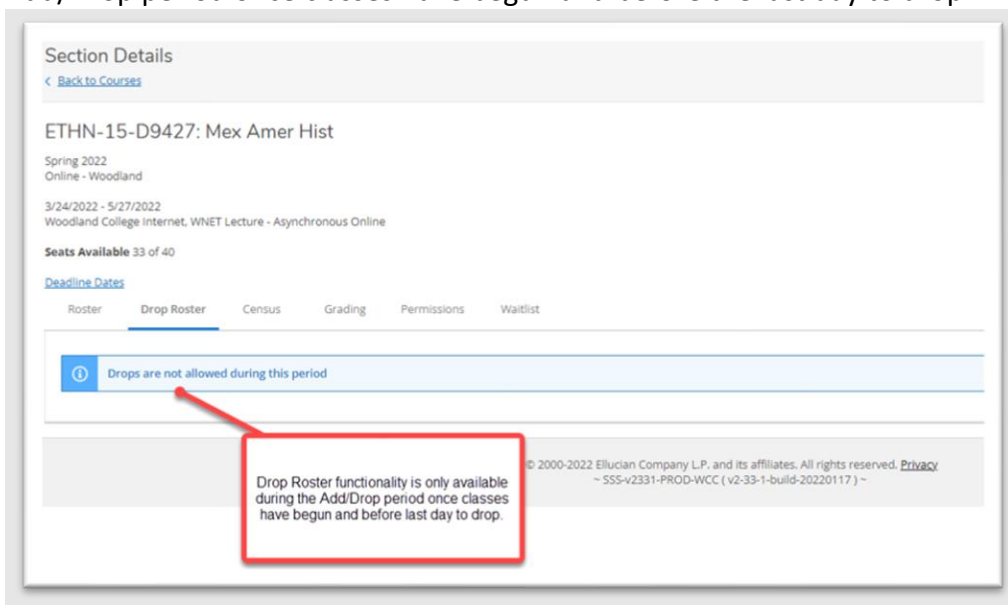
13. After the census has been completed, only the Last Drop (sub-tab) should be available to drop students throughout the remaining period up to the last date to drop the student with a 'W'.

After the census certification is complete, the Census (sub-tab with due date) will not be available, only the Last Drop (sub-tab) will be accessible. The removal of the Census (sub-tab) will be how the instructor can confirm that census certification has been completed.

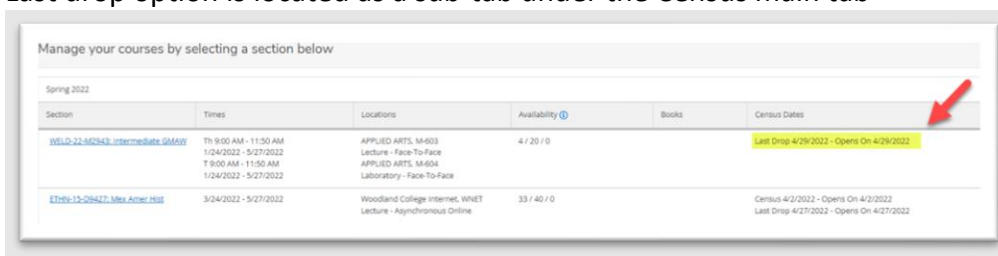
Last Drop (dropping students after census certification)

1. Follow steps 1-4 above and select Drop Roster.

NOTE: Please recall that the drop roster functionality is only available during the Add/Drop period once classes have begun and before the last day to drop.



2. Last drop option is located as a sub-tab under the Census main tab



3. Input last date of attendance, select the 'W' grade option from Final Grade dropdown selection

4. Click on drop after the blue button populates

Section Details
[Back to Courses](#)

AUTO-21-M2901: Intro to Auto
Spring 2022
Maryville Campus
W 11:00 AM - 12:50 PM
1/24/2022 - 5/27/2022
APPLIED ARTS, M-616 Lecture - Face-To-Face
F 8:00 AM - 10:50 AM
1/24/2022 - 5/27/2022
APPLIED ARTS, M-611 Laboratory - Face-To-Face

Seats Available 1 of 2
[Deadline Dates](#)

Waitlisted 0 of 2

Roster Drop Roster Census Grading Permissions Waitlist

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Class Level	Credits	
Grewal, [redacted]	[redacted]	<input type="checkbox"/>	2/11/2022	W	Not Available	3	Drop

5. Confirm/validate drop of student(s)

Section Details
[Back to Courses](#)

AUTO-21-M2901: Intro to Auto
Spring 2022
Maryville Campus
W 11:00 AM - 12:50 PM
1/24/2022 - 5/27/2022
APPLIED ARTS, M-616 Lecture - Face-To-Face
F 8:00 AM - 10:50 AM
1/24/2022 - 5/27/2022
APPLIED ARTS, M-611 Laboratory - Face-To-Face

Seats Available 1 of 2
[Deadline Dates](#)

Waitlisted 0 of 2

Roster Drop Roster Census Grading Permissions Waitlist

Drop Student

Drop student Grewal, [redacted] from the section

[Cancel](#) [Drop](#)

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Class Level	Credits	
Grewal, [redacted]	[redacted]	<input type="checkbox"/>	2/11/2022	W	Not Available	3	Drop

6. Confirm the “student was dropped successfully” message populates

SSS v2.33.1 Test Server
Pointing to system instance of colleague
[Build from Jan 15, 2022 8:26m](#)

Section Details
[Back to Courses](#)

AUTO-21-M2901: Intro to Auto
Spring 2022
Maryville Campus
W 11:00 AM - 12:50 PM
1/24/2022 - 5/27/2022
APPLIED ARTS, M-616 Lecture - Face-To-Face
F 8:00 AM - 10:50 AM
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APPLIED ARTS, M-611 Laboratory - Face-To-Face

Seats Available 1 of 2
[Deadline Dates](#)

Waitlisted 0 of 2

Roster Drop Roster Census Grading Permissions Waitlist

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Class Level	Credits	
Grewal, [redacted]	[redacted]	<input type="checkbox"/>	2/11/2022	W	Not Available	3	Drop

7. Annotate the last date to drop any student from the course. This will ensure all students who have stopped attending have been dropped. The instructor will be required to submit a grade for any student that remains.
8. Once all students have been confirmed on the Last Drop (sub-tab), on the last date to drop for the respective section(s) the Certify button will illuminate to allow the instructor to certify that the roster is ready for grading once the course is complete.

NOTE: This will be an instructor's final opportunity to drop students from the course.

Section Details
[Back to Courses](#)

GNBUS-56-W7085: Business Math
 Spring 2022
 Synchronous Online - Woodland
 TTh 9:00 AM - 10:15 AM
 1/24/2022 - 5/27/2022
 Online, CANVAS Lecture - 2-WAY Interactive VI

Seats Available 38 of 40

Deadlines Dates

Roster Drop Roster **Census** Grading Permissions Waitlist

Last Drop

Last Drop 4/28/2022 - Opens On 4/28/2022

Certify

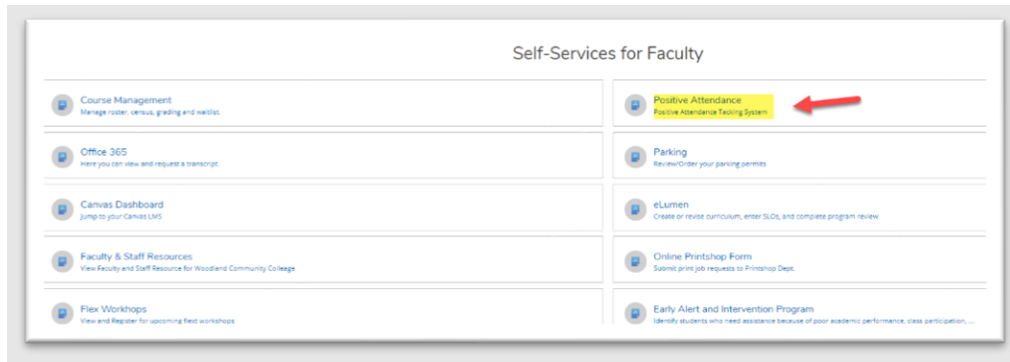
Student Name	Student ID	Never Attended	Last Date of Attendance	Class Level	Credits
Horn, [REDACTED]	[REDACTED]	<input type="checkbox"/>	M/0/0000	Not Available	3
Pagn, [REDACTED]	[REDACTED]	<input type="checkbox"/>	M/0/0000	Not Available	3

Census for Positive Attendance Classes and TBA Hours

Positive Attendance classes and classes with TBA hours are described below:

- **Positive Attendance:** According to [AP 5070](#), "Instructors of Positive Attendance sections must maintain accurate daily records of the presence or absence of each student at each class meeting. (CDAM 424.01.1; SAAM). This applies to Positive Attendance credit classes and all noncredit classes. Along with submitting final grades on Self Service following the last class session, the instructor must compute and report on Positive Attendance Tracking (PA Track) the daily account of class attendance records for each Positive Attendance section detailing the calculation of the daily attendance hours reported for each student. Once completed, instructors are required to certify the hours associated with the section to be "complete and accurate." Instructors who fail to complete this obligation on time will seriously jeopardize students who need transcripts for transfer, scholarships, graduation, etc. Additionally it impacts financial aid processes potentially making student funding late.

- **Positive Attendance Tracking** is located in Self Service for Faculty.



- **TBA Hours:** According to [AP 5070](#), "Instructors of census-based sections with TBA hours (Hours by Arrangement) must ensure that those hours are required of all students as clearly stated in the schedule of classes, on the course syllabus, and on the course outline of record (COR). Accurate daily records of the attendance of each student in TBA hours must be maintained by the instructor and available for audit for three years following the end of the course. The attendance of any student who has attended none of the required TBA hours before the census date cannot be reported for apportionment."

Early Alert

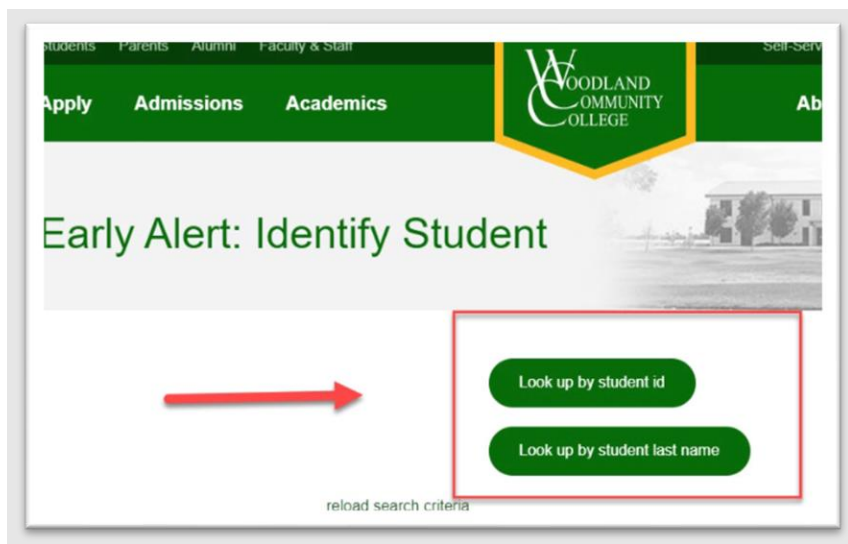
The Early Alert & Intervention Program allows faculty to identify students who need assistance because of poor academic performance, class participation, and/or attendance issues, and refer them to specific departments where faculty or staff can help the student access appropriate support systems. This type of proactive advising has been demonstrated to be effective in increasing the retention and overall academic performance of a variety of high-risk students.

Early alerts are submitted electronically through the colleges websites.

Woodland Community College

You can find the early alert option under employee resources or by clicking this [link](#).

1. First look up the student you are advocating for.



2. You can enter the alert by student ID (found on your class roster in self-service) or by the student last name. This is showing you the navigation by last name.

Early Alert: Identify Student

Look up by student last name

Look up student in question by last name: Khan

Look up individual

Enter a name, then select student for your submission

3. Select the correct student

Look up by student last name

Look up student in question by last name: Khan

Look up individual

Enter a name, then select student for your submission

Select Student	Colleague Id	First Name	Last Name	Email
Select Student	0072977			
Select Student	0445019			
Select Student	0374802			
Select Student	0372936			

4. You can provide an early alert or recognize the student for an accomplishment.

Select one of the following two choices:

Request personal assistance for this student

Give Kudos to a student via text or email

5. For early alert, click “request personal assistance for this student” and then complete the form below to submit.

Please answer the following questions

Indicate the nature of the concern

What would you like to see happen?

Here is a list of your current class schedule. Please select the course (if applicable) this student is enrolled in that initiated your concern.

No Classes Found.

Submit

6. You can check for updates to your alert at the following link:
<https://contactus.yccd.edu/concerns/admin/FacultyConcerns>

Yuba College

The primary goal of the Early Alert program is to work with students individually and assist in a success plan that aids in overcoming any barrier to college success. **Providing intervention assistance early in the semester is critical to student persistence and completion.** The earlier an academically at-risk student is identified, the better the prognosis for success. Therefore, the program targets **ALL** students, not just freshmen or students in specific academic programs, during the initial 2nd, 4th and 10th weeks of the fall and spring semesters.

The system allows faculty to be proactive, supportive, and involved in facilitating the academic components of student retention through early detection and intervention of students who are experiencing problems. Benefits to you as a faculty member include: 1) additional support and resources for your student beyond the classroom environment, and 2) feedback on recommended interventions for your students.

For instructions on "How to Submit an Early Alert", please click on the following link to access a PDF file of instructions: <https://yc.yccd.edu/wp-content/uploads/2021/02/Faculty-Early-Alert-Instructions.pdf>. For more information, please go to the following webpage: <https://yc.yccd.edu/about/early-alert-intervention-programs/>.

Grades

Final grades are due to the Registrar no later than three (3) business days after the end of the semester/course (whichever is sooner). Instructors who fail to complete this obligation on time will seriously jeopardize students who need transcripts for transfer, scholarships, graduation, etc. Late grades significantly impact student's financial aid eligibility for subsequent terms and can jeopardize timely receipt of financial aid funds students may need for educational supplies. Grade books should be retained for two (2) years from the class end date as that is the time allowed for students to file a grade change petition. See AP [4231, Grade Changes](#), for details.

Meaning of Grades

Credit Courses

A	Excellent	4	grade points per unit
B	Good	3	grade points per unit
C	Satisfactory	2	grade points per unit
D	Less than satisfactory	1	grade point per unit
F	Failing	0	grade points per unit
FW	Failing withdrawal (requires LDA*)	0	grade points per unit
P	Pass	0	grade points per unit
NP	No Pass (requires LDA*)	0	grade points per unit
I	Incomplete	0	grade points per unit
AU	Audit	0	grade points per unit

*LDA (Last date of attendance for academic engagement). **Department of Education definition of academic engagement:** Examples include, but are not limited to attending a class session, submitting an academic assignment, taking an exam, participating in an online discussion about academic matters. For more information, see the academic engagement section in this handbook.

Non-Credit Courses

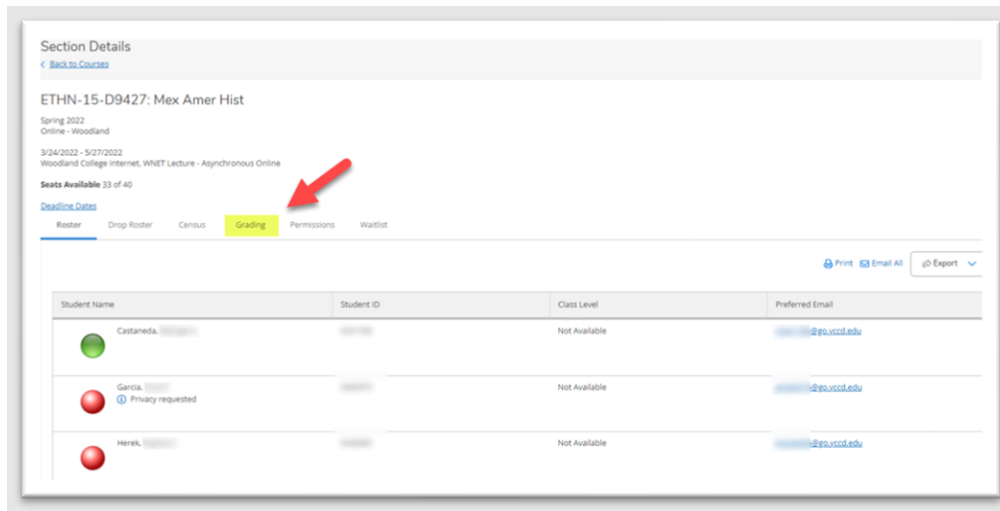
ZP	Non-credit pass	0	grade points per unit
ZNP	Non-credit no pass	0	grade points per unit
ZSP	Non-credit satisfactory progress	0	grade points per unit

Instructors should carefully proofread to see that the correct grade is posted in Self Service for each student before submitting. For every name that appears on the Grading Roster, you must assign a grade, even if the student stopped attending but did not drop the class.

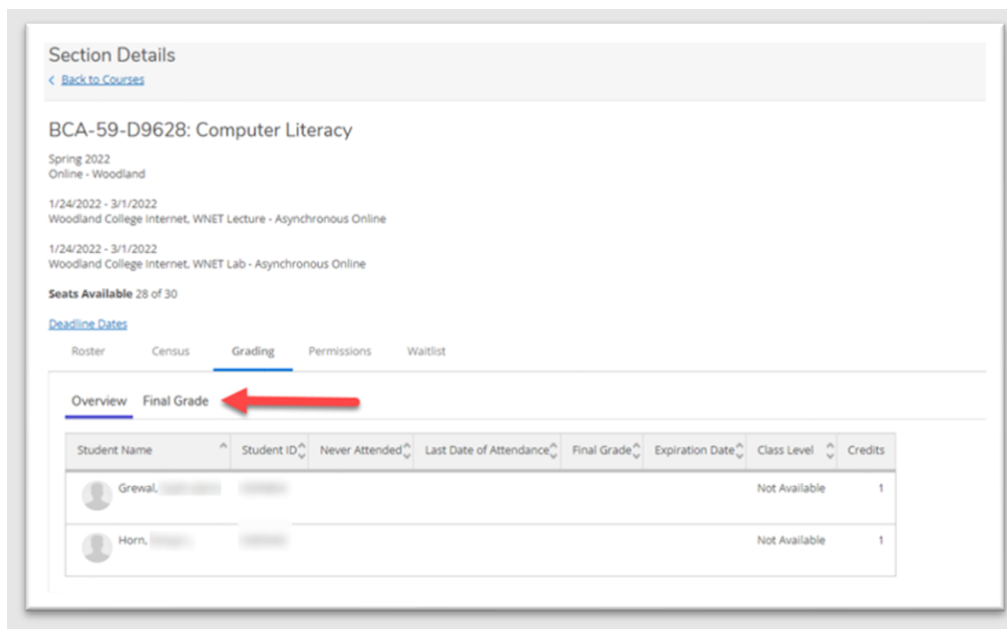
Grade Submission

Grade submission is done electronically through Self Service, under “Final Grading.”

1. Access Self Service via login.yccd.edu
2. Click on Faculty Overview, then Course Management to view the Final Grading tab
3. Click on Grading tab



4. Once the instructor clicks on Grading tab (it defaults to overview), click on Final Grading to submit grades.



5. Submit grades.

- Grades of “FW” or ‘NP’ require a last date of attendance
- Noncredit courses should use the grades of ZP, ZSP, and ZNP
- Incomplete grades require an expiration date.

Section Details
[Back to Courses](#)

BCA-59-D9628: Computer Literacy

Spring 2022
 Online - Woodland

1/24/2022 - 3/1/2022
 Woodland College Internet, WNET Lecture - Asynchronous Online

1/24/2022 - 3/1/2022
 Woodland College Internet, WNET Lab - Asynchronous Online

Seats Available 28 of 30

[Deadline Dates](#)

Roster Census **Grading** Permissions Waitlist

Overview **Final Grade**

Student Name	Student ID	Final Grade	Expiration Date	Class Level	Credits
Grewal, [redacted]	[redacted]	Select Grade	Mid/yyyy	Not Available	1
Horn, [redacted]	[redacted]	Select Grade	Mid/yyyy	Not Available	1

6. Input the appropriate grade the student earned.

Section Details
[Back to Courses](#)

BCA-59-D9628: Computer Literacy

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Seats Available 28 of 30

[Deadline Dates](#)

Roster Census **Grading** Permissions Waitlist

Overview **Final Grade**

Student Name	Student ID	Final Grade	Expiration Date	Class Level	Credits
Grewal, [redacted]	[redacted]	I	5/26/2023	Not Available	1
Horn, [redacted]	[redacted]	Select Grade	Mid/yyyy	Not Available	1

Only needed for Incomplete Grade
 The expiration date is always the end date of the same term in the next academic year.
 Summer Session uses the next academic years Fall end date.
 See grading instructions email reminder from A&R for dates to use.

Section Details
[Back to Courses](#)

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Seats Available 28 of 30

[Deadline Dates](#)

Roster Census **Grading** Permissions Waitlist

Overview **Final Grade**

Student Name	Student ID	Final Grade	Expiration Date	Class Level	Credits
Grewal, [redacted]	[redacted]	I	5/26/2023	Not Available	1
Horn, [redacted]	[redacted]	C	Mid/yyyy	Not Available	1

- Once grades are posted by instructor, the screen should look like the screenshot below.

NOTE: The grades will still need to be verified by Admissions and Records in order for students to view in their Self Service student account.

Section Details
[Back to Courses](#)

BCA-59-D9628: Computer Literacy
 Spring 2022
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 Woodland College Internet, WNET Lecture - Asynchronous Online
 1/24/2022 - 3/1/2022
 Woodland College Internet, WNET Lab - Asynchronous Online
Seats Available 28 of 30
[Deadline Dates](#)

Roster Census **Grading** Permissions Waitlist

Overview **Final Grade**

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Grewal, [redacted]	[redacted]			I	5/26/2023	Not Available	1
Horn, [redacted]	[redacted]			C		Not Available	1

- Instructor will see notification once grades submitted.

Section Details
[Back to Courses](#)

BCA-59-D9628: Computer Literacy
 Spring 2022
 Online - Woodland
 1/24/2022 - 3/1/2022
 Woodland College Internet, WNET Lecture - Asynchronous Online
 1/24/2022 - 3/1/2022
 Woodland College Internet, WNET Lab - Asynchronous Online
Seats Available 28 of 30
[Deadline Dates](#)

Roster Census **Grading** Permissions Waitlist

Overview **Final Grade**

Final grading completed on 2/29/2022 at 4:25 PM by Crosby, Devin J.

Student Name	Student ID	Final Grade	Expiration Date	Class Level	Credits
Grewal, [redacted]	[redacted]	I	5/26/2023	Not Available	1
Horn, [redacted]	[redacted]	C	Midyyyy	Not Available	1

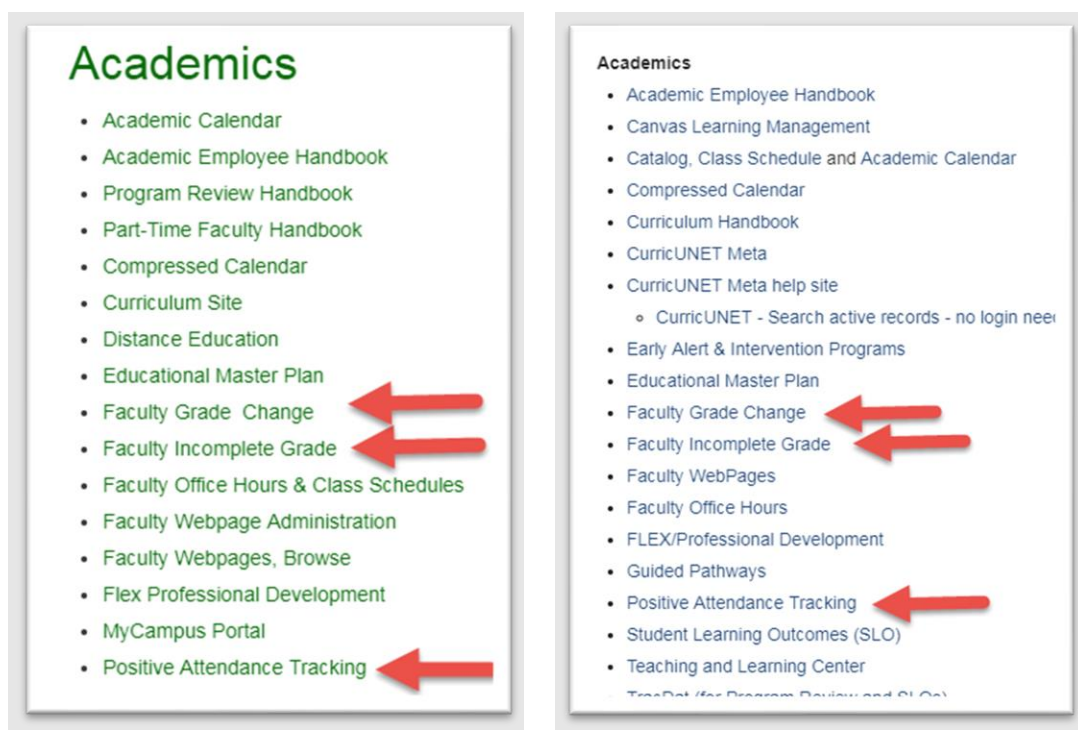
Late grades significantly impact students' financial aid eligibility for subsequent terms and can jeopardize timely receipt of financial aid funds that students may need for educational supplies.

Grade Changes and Incompletes

The “Grade Change” form can be used to correct an error in grading in accordance with AP 4231. The “Grade Change” form is found on the college’s Employees webpage, under the “Academics” area.

An “Incomplete” may be awarded only for unforeseeable, emergency and other justifiable reasons at the end of the term. If a student contacts you with this type of situation and you decide to award an Incomplete, you must fill out a form specifying what the student must do to remove the Incomplete. The “Incomplete Grade” form may be found on the college’s Employees webpage, under the “Academics” area.

On this form you must indicate the grade to be received if the student does not complete the make-up work. Incompletes not made up **within one year** (of the end of the primary terms) will revert to the indicated grade or an “F” if no alternate grade is indicated. You should not award an incomplete unless you have discussed the conditions with the student. When an incomplete is satisfied, you will submit a “Grade Change” form to change the “Incomplete” to the grade earned.



If your class is numbered as a 500 level class, it is a Non-Credit class, and you do not submit traditional grades. Please input grades using the noncredit grading system (ZP, ZNP, ZSP). Additionally, it is essential that you enter ALL hours of attendance through the Positive Attendance Tracking link, since the college is paid for the attendance of each student (even for those students who drop the class).

Curriculum

Curriculum Maintenance and Modification

The Accrediting Commission for Community and Junior Colleges and California State Chancellor's Office require systematic documentation and revision of curriculum. Faculty are required as part of their professional responsibilities to maintain curriculum. Part-time faculty may be compensated by a stipend payment for curriculum work. Refer to the YC-AFT contract for details. Curriculum maintenance and modification must be completed on the 5-year rotation schedule and may also be completed at any time based on the needs of the faculty and college.

eLumen is the official and required tool for curriculum development, documentation, and revision. Each program must maintain current Program Outline of Records (PORs) and individual Course Outline of Records (COR). Each college's Curriculum Development Guidelines and [eLumen User Guide](#) provide additional information and are available at the following links:

- [Woodland Community College Curriculum Committee](#)
- [Yuba College Curriculum Committee](#)

Current POR and COR records are also found at the curriculum committee links provided above.

YCCD Distance Education

Under [AP 4105](#), both colleges offer courses in distance education modalities. Whether fully online, hybrid, or broadcast modalities—each college distance education committee sets guidelines for the training and course review requirements to teach courses online. Consult your local campus' guidelines and connect with your scheduling administrator to better understand eligibility for online course assignments. To access these resources click these links: [Woodland Community College](#) and [Yuba College](#). You may also refer to the academic engagement section in this handbook to see how online academic engagement is defined.

Student Discipline

The [Student Code of Conduct](#) may be found in [AP 5500](#). Both faculty and students should be intimately familiar with the standards of conduct, the process for discipline, and the potential sanctions as outlined within that document.

Student Removal

According to [AP 5520](#), an instructor is authorized to remove a student from their class for the day of removal and the next class meeting. In the case of the library, removal would be for the day and the next college day. The instructor must immediately report the removal of the student to the Woodland Community College Vice President of Student Services (530-661-4202), Dean of the Lake County Campus (707-995-7905), or the Yuba College Vice President of Student Services (530-741-6995).

Before ordering the removal of any student from their class, the instructor shall first give, or make reasonable efforts to give, the student a verbal or written notice of the reasons for the proposed removal. There need be no delay between the time of discussion of the reasons and the time notice is given to the student.

Other Forms of Discipline

Any other form of discipline, including disciplinary probation and suspending a student from their class, whether short-term (up to 10 consecutive days) or long-term (for the remainder of the term and/or for additional terms), may be imposed only by the College President, Vice President of Instruction, Vice President of Student Services, or Lake County Campus Dean. Only the Board of Trustees is authorized for expulsion of students from the College. For more information about student discipline and procedures, see [AP 5520](#).

Plagiarism

The instructor of record must establish clearly in their syllabi the penalty for plagiarism, which may be the imposition of an assignment or course grade. Additionally, the instructor of record must inform the YC or WCC Office of the Vice President of Student Services (or the Dean of the Lake County Campus if the offense occurs in a course offered by the Lake County Campus) of all instances of plagiarism, with the names of the students and details of each offense so that a record may be kept of each instance. The report to the Vice President of Student Services (and Lake County Campus Dean if appropriate) should be made within five days of the instructor's discovery of the offense. The Vice President of Student Services or Lake County Campus Dean may impose a more serious form of discipline, such as probation, if deemed appropriate. Reporting plagiarism is critical so that repeat offenders can be tracked and disciplined properly.

Program Review

Program Review, whether for instructional programs or student services and support programs, is a way for faculty, administrators, and staff to understand how to improve what they do. If conducted thoroughly, Program Review can be a powerful way for us to help more students reach their educational goals. Program Review should help faculty, administrators, and staff do the following:

- Engage in continual self-evaluation and reflection. This will help us understand what's working and what's not working and inform strategic changes that will foster more student success.
- Assess how our efforts are affecting student learning so that we can continually improve the ways we help students learn.
- Analyze and prioritize what resources we need to help us in our endeavors.

The Accrediting Commission for Community and Junior Colleges (ACCJC) requires that Program Review include program curricular review and analysis of impact on educational quality and student success. Specifically, Program Review should include comprehensive and meaningful analysis of data with emphasis on disaggregated enrollment, program completion, success trends and instructional delivery modes. ACCJC also requires that Program Review include evidence that SLO assessment data are used for institutional self-evaluation, planning, and improvement of teaching and learning. Finally, ACCJC requires that regular Program Review form the basis of institutional improvements and other action.

Woodland Community College

Contact: Dean of Student Success & Institutional Effectiveness

Phone: (530) 661-4201

How to Access Program Review

1. Go to the [MyApps Portal](#), login with the same credentials as your email and select eLumen-WCC. Click SLO & Program Review and enroll in or go to the course. For training for program review go to the [Canvas page for Faculty and Staff Development Center](#).
2. Make sure you are logged in as the "faculty" role.
3. For issues with program review contact the Dean of Student Success and Institutional Effectiveness at snguyen@yccd.edu.

Yuba College

Contact: Office of the Vice President of Instruction for information.

Phone: (530) 741-6766

Professional Development

The Yuba Community College District believes in the importance of professional development. The purpose of Flex and the Professional Development Days is to support the District's "student-first" philosophy and to provide time for faculty to participate in development activities that are related to "staff, student, and instructional improvement" (Title 5, § 55720). This is done by the following:

- developing and expanding skills to better serve the students
- promoting and enhancing students' success and academic experience
- helping students meet their educational goals

Both colleges provide multiple professional development opportunities each year. If you want to know more or want to request a specific professional development topic, please reach out to Kristina Vannucci at Yuba College or Shannon Reed at Woodland Community College.

Professional Development Funding

Woodland Community College

To support opportunities with associated costs, full-time faculty can apply for [FAYCCD funds](#) or part-time faculty can apply for [professional development funds](#). After applying, if funds are still needed, please discuss with your Dean.

Yuba College

Professional development for Yuba College employees is offered and supported by the Professional Development and FLEX committees with a goal of increasing our capacity to help students and the Yuba College community.

1. Please request funding from [FAYCCD Travel Funds Application and Instructions](#)
2. Additional funds can be requested from Professional Development through [YC Application for Travel Funds](#). Professional Development will return this application to you if approved to be included with your travel paperwork.
3. For additional funds, a request can be made to the Dean of Student Success [using this link](#).

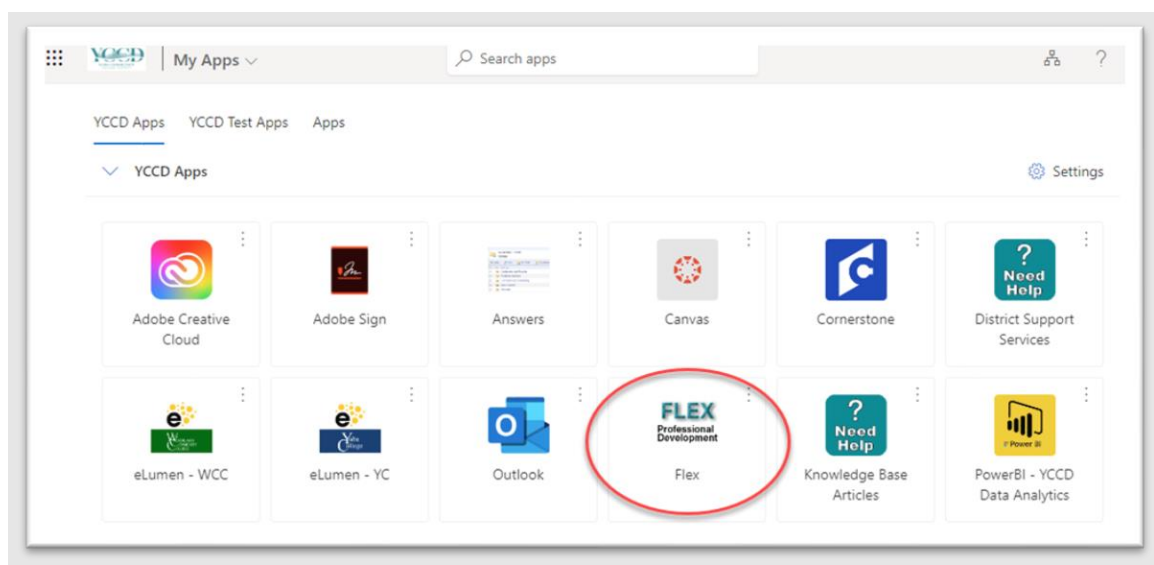
Flexible Calendar Program

The Flexible Calendar Program takes a portion of the time faculty would have been in the classroom and assigns that as Flex Hours for participation in professional development activities. With the exception of a few specific circumstances, all instructional faculty are required to participate in Flex and have been assigned a Flex Obligation. Many professional development opportunities may be used to meet your Flex obligation.

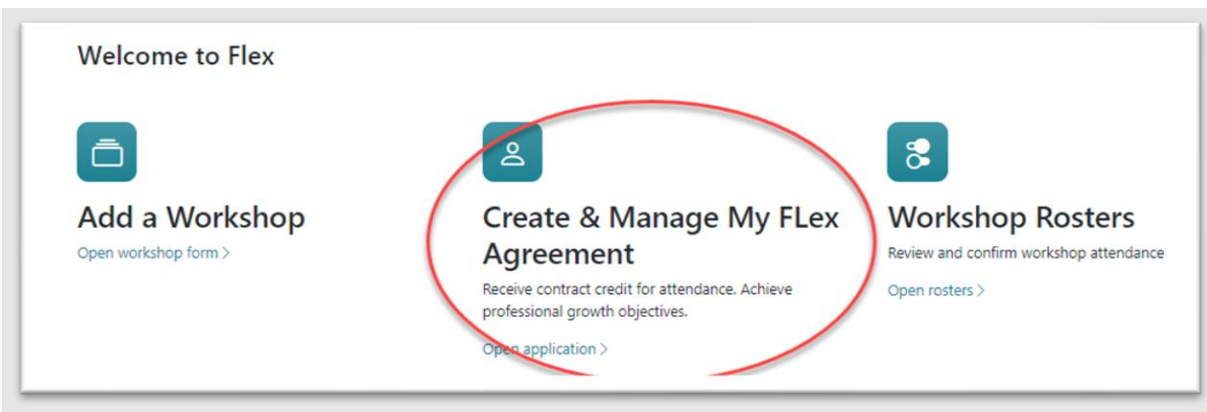
For the YCCD Guidelines on Flex and details on what qualifies, refer to the [YCCD Flexible Calendar Program Guidelines](#) and the [Chancellor's Office Flex Calendar Guidelines](#). More information, including upcoming workshops, can be found at <https://coreapps.yccd.edu/Flex>.

How to Submit FLEX

1. Log into the [MyApps Portal](#).
 - a. Login: Username = P0012345@yccd.edu (first letter of your last name then 7-digit Instructor ID#)
 - b. Password = If you are new to YCCD and have NEVER logged into any of our YCCD Systems, your default password schema is:
 - + First letter of your legal first name (Uppercase)
 - + First letter of your legal last name (Lowercase)
 - + Last 4 digits of your Social Security Number (if no SSN, then use last 4 digits of Colleague ID #)
 - + 2-digit designation of your birth month (e.g., April = 04)
 - If you still cannot log in, please contact the Help Desk at helpdesk@yccd.edu or 530-741-6981.
2. Select “Flex Professional Development.”



3. Select “Create & Manage My Flex Agreement.”



4. You will be taken to the [YCCD FLEX Login Screen](#). Login is the same as for the Portal.

YCCD Flex Login

WebAdvisor ID:

Password:

Login

ID Hint: Letter + 7-digit number

Forget your ID? Click [here](#)

5. The first time you log in each semester, if a part-time faculty member, or each academic year, if a full-time faculty member, you will need to Create a Flex Agreement, and then the system will automatically propagate the correct number of your Flex hours:

- a. Click on the blue “Create/Update Flex Agreement” button.

Flex Year 2016/2017

Please click 'Create/Update Flex Agreement' to create your Flex Agreement.

[Create/Update Flex Agreement](#) ?

Location Information		Current Load Information	
School:	Woodland Community College	Contract FLEX Obligation:	0
Home Location:	Woodland Community College	Reassignment Percent:	0.00 %
Position:	Mathematics Faculty, Woodland CC	EP/NC FLEX Obligation:	4.00
Division:	Math and Science	Current Calculated FLEX Obligation:	4.00
Flex Rep(s):		Flex Agreement FLEX Obligation:	0

Don't let the fact that it says that your Contract FLEX Obligation is 0 confuse you. It will list the correct number once you've created your Flex Agreement

- b. Check the type of flex activities you will participate in to fulfill your flex obligation.
- c. Check the objectives that you will meet.
- d. Click on “Create Flex Agreement.” This is your electronic signature certifying that you will adhere to YCCD’s Flex Guidelines. Now your Flex contract has been updated and you can start entering your Flex activities.

Current Load Information From Colleague		Current Flex Agreement	
(-) Reassignment Percent:	0.00 %	(+) Contract FLEX Obligation:	0
(+) EP/NC/LB FLEX Obligation:	0.00	(-) Reassignment Percent:	0.00 %
		(+) EP/NC/LB FLEX Obligation:	0
		(=) Total FLEX Obligation:	0.00

Your Current Load Information will be copied to your new or existing flex agreement record when you click Create Flex Agreement.
 You may create your agreement even if the above information is not accurate.
 You will be able to update your agreement when your load information is corrected in Colleague.
 Your contract flex obligation will default to 48 hours. Contact your Flex Coordinator if your contract obligation should be modified.

[What do I do if the Current Load Information above is not correct?](#)

By creating your Flex Agreement, you agree to the following:

- You confirm that your Flex Activities are not part of your regular responsibility and will not be completed during your scheduled work hours.
- You agree that you will not receive flex credit or monetary payment from another funding source or employer, nor will the activities be used for advancement on the salary schedule. You agree to fulfill your Flex obligations through the following activities (Check all that apply):

5.b

- ☐ College sponsored Flex workshops
- ☐ Committee Work
- ☐ Other approved individual or group Flex activities as outlined in the Flex Guidelines with proper documentation

Your Flex activities will achieve the following Professional Growth Objectives (Check all that apply):

5.c

- ☐ Instructional Improvement
- ☐ Professional Growth and Effectiveness
- ☐ Institutional Service
- ☐ Student Support

5.d

Create Flex Agreement

- Click on the blue View/Manage Flex Agreement button.

Flex Year 2014/2015

Your Flex Agreement Status is: Approved

[View/Manage Flex Agreement](#) ? [Help/Information](#)

Location Information		Current Load Information	
School:	Yuba College	Contract FLEX Obligation:	0.00
Home Location:	Marysville Campus	Reassignment Percent:	0.00 %
Position:	Interim Dean, Math and Sciences, Yc	EP/NC FLEX Obligation:	4.00
Division:	Math and Science	Current Calculated FLEX Obligation:	4.00
Flex Rep(s):	Suzanne Jones	Flex Agreement FLEX Obligation:	4.00
Flex Coordinator:	Kathryn Boyes		

What do I do if the above information is not correct?

EP/NC FLEX Obligation Detail				Reassignment Detail
Term	Section	Section Title	FLEX Obligation	
2014FA	MATH-111-M7517	Prealgebra	4.00	

No reassignment records found for the current fiscal year.

- Click on the “Activities” tab. This screen contains no activities after the first login. Later you will see here all proposed and completed activities.

Flex Information	Flex Hours	Activities	Payments	Notes
Description:	Obligation	Completed	Balance Due	
Reassignment Percent:	0%			
Contract Obligation:	0.00	0	0.00	
EP/NC/LB Obligation:	3.00	0	3.00	
Total Flex Obligation:	3.00	0	3.00	

- Click on the blue “Create New Activity” button.

Flex Obligation **Activities** Payments Location Info Notes Flex Information

Activities: This lists all your planned and completed activities that you have entered into this year's flex agreement.

Your completed activities must be submitted for approval in order to receive credit and to receive payment. Be sure to submit your activity for approval.

[How do I submit a completed activity for approval?](#)

[Create New Activity](#) [Help](#)

9. Select the “Select Activity Type.” Selecting “Flex Workshop College Sponsored” will provide you with a list of all the activities that are/were offered at a particular college (W-number = Woodland Community College; Y-numbers = Yuba College).

The screenshot shows the YCCD Flex Activity form. The header includes the YCCD logo and navigation links: Flex Home > Flex Agreement > Flex Activity. The main heading is "Flex - Activity" with a welcome message for Jennifer McCabe. A dropdown menu for "Select Activity Type:" is open, displaying a list of activity types. "Flex Workshop College Sponsored" is highlighted in blue. Other options include College Courses, Committees, Service On, Conferences/Seminars, Consulting, Curriculum Development, New, Evaluation of Adjunct Faculty, Faculty Mentoring, Faculty Partnerships, Flex Workshop Organizer, Flex Workshop Presenter, Flex Workshop at other CCC Districts, Graduation Ceremony - Adjunct Only, Grant Writing, Internship, Organize/Supervise, Interview Adjuncts, Meetings, District/College/Campus sponsored, New Regulations, Legislation, etc., Online Workshops/Seminars/Training Videos, and Oral or Written Presentation. Below the dropdown is an "Update Record" button.

10. Checking the box “Limit the list to workshops I’m registered for” and expanding out the workshop selections will provide you with a short list of just those College Sponsored Flex workshops (like what we have on our Professional Development Days) you’ve registered for/attended.

The screenshot shows the YCCD Flex Activity form with the "Activity Detail" tab selected. The "Select Activity Type:" dropdown is set to "Flex Workshop College Sponsored". Below this, a table provides details for the selected activity type: Activity Type: Flex Workshop College Sponsored, Information Needed: Flex ID, Title, dates, proposed flex hours, and Required Documents: Attendance will be validated against the Workshop registration database. A checkbox labeled "Limit the list to workshops I'm registered for" is checked and highlighted with a red box. To the right of this checkbox is a red arrow pointing to the "Select Workshop" dropdown menu, with the text "Expand out here" in red. Below the dropdown is an "Activity Title" input field. At the top right of the form are buttons for "Submit for Payment/Credit" and "Help".

11. Select the activity you attended, adjust the number of hours proposed if you did not stay the entire time, and then select the blue “update record” button at the bottom, or the blue “Submit for Payment/Credit” button at the top (either will work).

Submit for Payment/Credit Help

Activity Detail Supporting Documents Notes

Select Activity Type: Flex Workshop College Sponsored

Activity Type: Flex Workshop College Sponsored
 Information Needed: Flex ID, Title, dates, proposed flex hours
 Required Documents: Attendance will be validated against the Workshop registration database.

Flex Workshop ☒ Limit the list to workshops I'm registered for
 W1844-The Faculty Effect (Financial Aid) - Day and time of this world

Activity Title: W1844-The Faculty Effect (Financial Aid) - Day and time of this world
 You are registered for this workshop

Description and purpose of the activity:
 B I ?
 Learn more about how Financial Aid works and how decisions you make in your classroom affects a student's Financial Aid.

Begin Date: 8/15/2019
 End Date: 8/15/2019
 Hours: 2.00
 Adjust the proposed hours as necessary to receive the proper credit.

Update Record

12. To add activities that are not college sponsored flex workshops again select “Create New Activity”

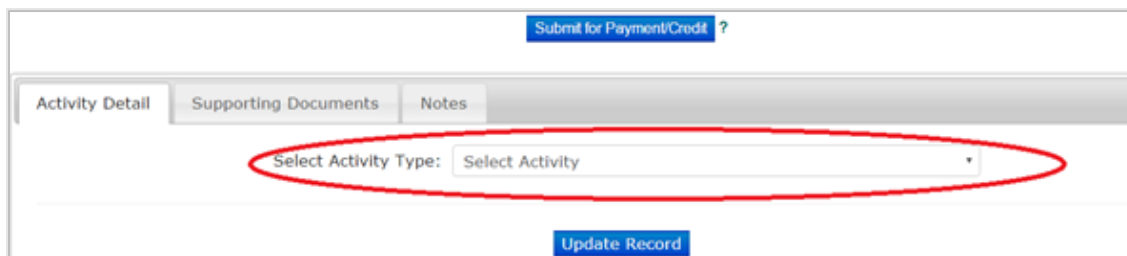
Flex Obligation **Activities** Payments Location Info Notes Help/Information

Activities: This lists all your planned and completed activities that you have entered into this year's flex agreement.
 Your completed activities must be submitted for approval in order to receive credit and to receive payment. Be sure to submit your activity for approval.
How do I submit a completed activity for approval?

Create New Activity ?

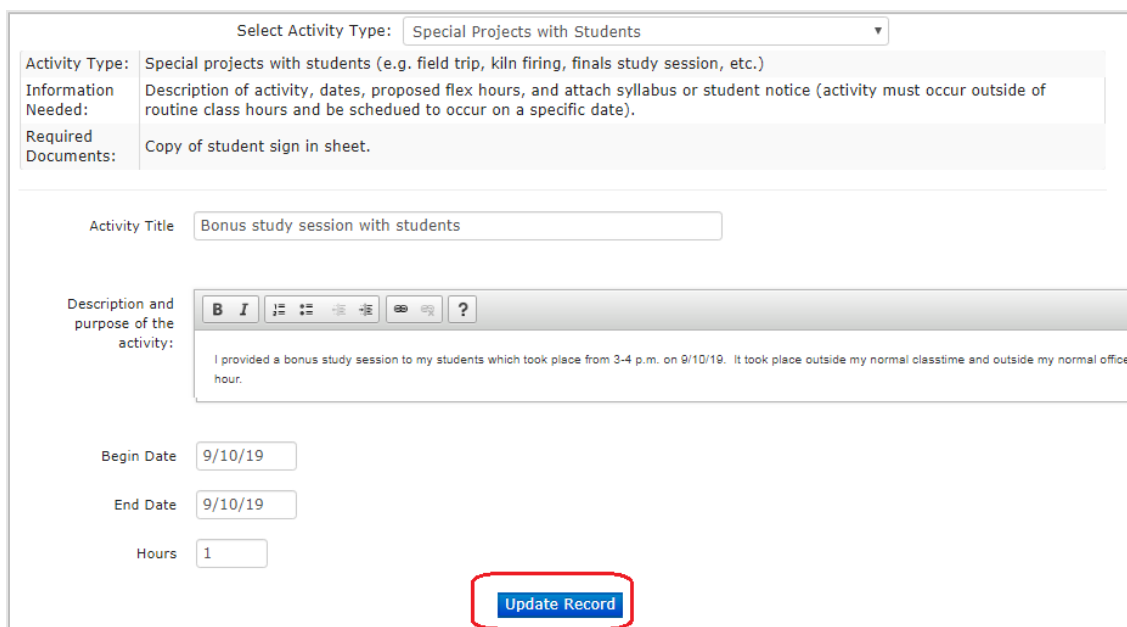
	Activity Type	Title	Activity Date	Activity Hours	Status	Status Date	Payable Hours**	Payment Created
Edit Activity	Committees, Service On	Curriculum Committee	8/22/2016	30.00	Please submit for Payment/Credit	12/2/2016	0.00	No
Edit Activity	Committees, Service On	Safety Committee	8/22/2016	5.00	Please submit for Payment/Credit	12/2/2016	0.00	No

13. Select the type of activity you completed by expanding out the section circled below



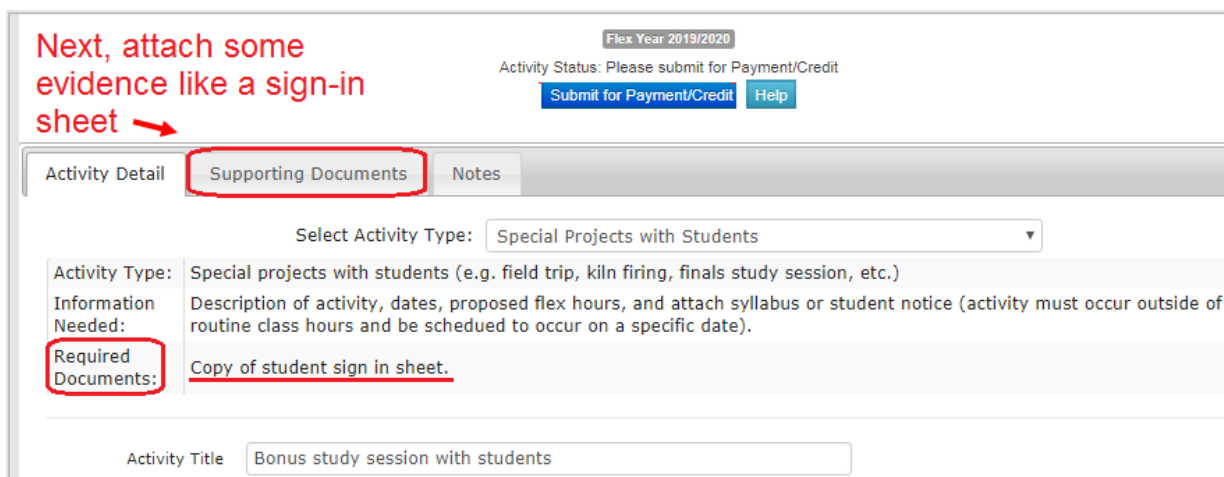
The screenshot shows the 'Activity Detail' tab of a web form. At the top right is a blue button labeled 'Submit for Payment/Credit ?'. Below the tab header are three sub-tabs: 'Activity Detail', 'Supporting Documents', and 'Notes'. The 'Activity Detail' sub-tab is active. In the center, there is a dropdown menu labeled 'Select Activity Type:' with the text 'Select Activity' inside it. This dropdown is circled in red. At the bottom center is a blue button labeled 'Update Record'.

14. After filling in information regarding what the activity was, how it fits into the Flex Guidelines, its day and time, select the blue “Update Record” button at the bottom.



The screenshot shows the 'Activity Detail' tab with the following information filled in: 'Select Activity Type:' is set to 'Special Projects with Students'. Below this, a table lists details: 'Activity Type: Special projects with students (e.g. field trip, kiln firing, finals study session, etc.)', 'Information Needed: Description of activity, dates, proposed flex hours, and attach syllabus or student notice (activity must occur outside of routine class hours and be scheduled to occur on a specific date).', and 'Required Documents: Copy of student sign in sheet.' Below the table, the 'Activity Title' is 'Bonus study session with students'. The 'Description and purpose of the activity:' field contains the text: 'I provided a bonus study session to my students which took place from 3-4 p.m. on 9/10/19. It took place outside my normal classtime and outside my normal office hour.' The 'Begin Date' is '9/10/19', the 'End Date' is '9/10/19', and the 'Hours' is '1'. At the bottom center, the blue 'Update Record' button is circled in red.

15. Next, attach some evidence like a sign-in sheet:



The screenshot shows the 'Supporting Documents' tab. At the top left, there is a red text annotation: 'Next, attach some evidence like a sign-in sheet' with a red arrow pointing to the 'Required Documents' section. The 'Flex Year 2019/2020' is displayed at the top right. Below it, the 'Activity Status: Please submit for Payment/Credit' is shown, along with 'Submit for Payment/Credit' and 'Help' buttons. The 'Supporting Documents' sub-tab is active. The 'Select Activity Type:' dropdown is set to 'Special Projects with Students'. The 'Required Documents:' section is circled in red and contains the text 'Copy of student sign in sheet.' The 'Activity Title' is 'Bonus study session with students'.

16. Once the evidence has been properly attached, submit for payment

17. Continue to add Flex workshops/activities.

18. The “Flex Obligation” tab shows your progress in completing your Flex obligation:

Flex Year 2019/2020			
Activity Status: Please submit for Payment/Credit			
<div>Submit for Payment/Credit Help</div>			
<div>Activity Detail Supporting Documents Notes</div>			
All flex activities require back-up documentation that provides a description of the activity, the dates and times the activity occurred, and verification of completion of the activity.			
<div>Choose File No file chosen File Description: Upload File</div>			
No documents found.			

Flex Obligation			
Activities Payments Location Info Notes Flex Information			
Description:	Obligation	Completed	Balance Due
Reassignment Percent:	0%		
Contract Obligation:	48.00	18.00	30.00
EP/NC/LB Obligation:	0	0	0
Total Flex Obligation:	48.00	18.00	30.00

19. The “Activities” tab lists the status of the activities you have submitted so far.

Flex Obligation **Activities** Payments Location Info Notes Flex Information

Activities: This lists all your planned and completed activities that you have entered into this year's flex agreement.

Your completed activities must be submitted for approval in order to receive credit and to receive payment. Be sure to submit your activity for approval.

How do I submit a completed activity for approval?

Create New Activity Help

	Activity Type	Title	Activity Date	Activity Hours	Status	Status Date	Payable Hours**	Payment Created
Edit Activity	X-Other	Meeting with UCD Geology to plan joint field trips	7/16/2019	1.00	Approved-Processing Complete	8/27/2019	0.00	No
Edit Activity	X-Other	Tuolumne River field trip with UC Davis	7/26/2019	16.00	Approved-Processing Complete	8/27/2019	0.00	No
Edit Activity	Flex Workshop College Sponsored	W1859-All Part-Time Faculty Meeting & Dinner	8/15/2019	1.00	Approved-Processing Complete	9/15/2019	0.00	No
Edit Activity	Special Projects with Students	Bonus study session with students	9/10/2019	1.00	Please submit for Payment/Credit	9/15/2019	0.00	No
Edit Activity	Curriculum Development, New	Developed new Geology curriculum	9/2/2019	4.00	In Process - Flex Coordinator	9/15/2019	0.00	No
Edit Activity	Conferences/Seminars	Geology talk at UC Davis	8/2/2019	1.00	Returned to Faculty	9/15/2019	0.00	No

Although these have been approved, Payroll has not yet processed them yet and so no payment has been created yet. Nothing needs to be done on your end. Payroll will take care of it from here.

You haven't submitted it yet. Select "Edit Activity" and then hit submit for payment

Is in the Flex Coordinator's inbox waiting for their approval

There is some problem with the activity you submitted. Select "Edit Activity" and then look for the note your Flex representative left for you

20. If an activity has been returned to you (light blue above) click on the “Edit Activity” button for that activity and look under the “Notes” tab for a message left for you regarding why your activity was returned to you.

Activity Status: Returned to Faculty

Submit for Payment/Credit Help

Activity Detail Supporting Documents **Notes**

Select Activity Type: Conferences/Seminars

Activity Type: Attend conferences and/or seminars

Information Needed: Title, dates, proposed flex hours, explanation of how it relates to improvement of professional effectiveness.

Required Documents: Proof of attendance such as confirmation of registration at the conference/seminar, plus an agenda or brochure from the conference/seminar listing the days/times of the conference/seminar and its sessions, and the activity was not claimed for flex credit

Activity Title: Geology talk at UC Davis

21. In this case the person forgot to attach evidence so they would then select the “Supporting Documents” tab, attach a piece of evidence and then “Submit for Payment”. You can also add a note yourself. (See button circled in green below) and then “Submit for Payment/Credit” and it will be returned to your Flex Representative where they can then read your message.

Activity Status: Returned to Faculty

Submit for Payment/Credit Help

Activity Detail Supporting Documents Notes

Add Note

Note	Added By	Date Added
You need to attach some evidence of your attendance at this seminar.	Jennifer McCabe	9/15/2019 9:53 AM

22. If you have any questions, please contact your Flex representative. You can find their name on the Home screen of your Flex Contract.

Flex Year 2019/2020

View/Manage Flex Agreement Help Flex Information Manage Approvals Agreement List - View Only Division Rep Workflow - View Only

Location Information		Current Load Information	
School:	Woodland Community College	Contract FLEX Obligation:	48.00
Home Location:	Woodland Community College	Reassignment Percent:	0.00 %
Position:	Geology/Physical Science Faculty, Woodland CC	EP/NC/LB FLEX Obligation:	0.00
Division:	Geology/Physical Science	Current Actual FLEX Obligation:	48.00
Flex Rep(s):		Flex Hours on Flex Agreement:	48.00
Flex Coordinator:	Jennifer McCabe		

What do I do if the above information is not correct?

EP/NC/LB FLEX Obligation Detail Reassignment Detail

No EP or NC section records found for the current fiscal year. No reassignment records found for the current fiscal year.

Guided Pathways

The Pathways Model is an integrated, institution-wide approach to student success based on intentionally designed, clear, coherent, and structured educational experiences, informed by available evidence, that guide each student effectively and efficiently from their point of entry through attainment of high-quality postsecondary credentials and careers with value in the labor market. Guided pathways reform is a student-centered approach that can dramatically increase the number of students earning community college credentials, while closing equity gaps. Rather than work with a subset of students, guided pathways are a college-wide undertaking that provides a framework for integrating California-based initiatives such as SSSP, Equity, Basic Skills Transformation, the Strong Workforce Program, and California College Promise.”

Foundation for California Community Colleges

Woodland Community College

The four dimensions of the Pathways Model are the following (with our progress listed under each as of Spring 2022):

Pillar One: Clarify the Path

- We've identified 5 Areas of Interest "Meta Majors" and have placed programs/disciplines within them.
- We've hired leads to help us assess our draft program maps for publication, as well as pilot events to engage across the Area of Interest.

Pillar Two: Enter the Path

- Continuous improvement on matriculation process
- Onboarding Workshop Series

Pillar Three: Stay on the Path

- Embedded tutoring, Supplemental Instruction out of our Student Success Center
- Homegrown early alert program, formal response team under development-- current response team is a patchwork

Pillar Four: Ensure Learning

- Revised APs to improve survey responses in CE earnings
- Ongoing course/program assessment and environment scans (SENSE, Employee Engagement)
- Work Experience and Career Center in process of being re-organized

Additional information can be found on our [guided pathways website](#).

Yuba College

Yuba College has a Guided Pathways committee with faculty and staff from across the institution. For more information on guided pathways, please open the following link: <https://yc.yccd.edu/guided-pathways/4-pillars-guided-pathways/>

Library

Workshops

If your class requires students to complete a research assignment, please know that you can request a library research workshop for your class. Library workshops teach students how to effectively navigate the library and conduct their research by introducing them to scholarly resources beyond what is found with basic Google searching. Library workshops are taught by librarians and can be tailored to your specific research assignment.

Reserves

The Woodland Community College and Yuba College Library reserve collections consist of textbooks and other materials made available for students to support them in their classes. The materials on reserve are available to students for a short circulation period — 2 hours, 1 day, 4 days, or 1 week — depending on the needs of the class and the instructions we receive from the faculty. Please consider placing your textbook or other supplementary materials on reserve. Many students would find it impossible to remain in school without this important service.

Collection Development

Faculty play a key role in building the collections at the colleges. Faculty input helps guarantee that the libraries hold the resources students need for their coursework.

Woodland Community College Key Contacts:

Librarian – (530) 668-3688

[Ask-A-Librarian Form](#) (best for quick questions)

Reference (Librarian): wccref@yccd.edu, Phone : (530) 661-7224

[Schedule an appointment for reference assistance](#) (best for 2-way conversation, demonstration, problem solving, etc.)

Lake County Campus Circulation - (707) 995-7921

WCC & Lake Library hours: [Library Hours](#)

Yuba College Key Contacts:

Yuba College Librarian: (530) 741-6592

Marysville Circulation: (530) 741-6755

Sutter County Center Circulation: (530) 751-5561 / (530) 751-5562

Open Educational Resources

Woodland Community College

Woodland Community College encourages faculty to use Open Educational Resources (OER). A faculty OER workgroup is available to assist faculty with learning, finding, adopting, creating, and using OER, library materials, incorporating open education activities, and other resources that are accessible without cost to students. The OER Workgroup sends emails periodically regarding OER and related topics. If you would like assistance with OER or more information, you may contact Dena Martin at dmartin@yccd.edu.

Yuba College

Yuba College also encourages faculty to use Open Educational Resources (OER). A faculty OER leader, Professor Talwinder Chetra, is available to assist faculty with learning, finding, adopting, creating, and using OER, library materials, incorporating open education activities, and other resources that are accessible without cost to students. If you would like assistance with OER or more information, you may contact Talwinder Chetra at tchetra@yccd.edu.

Makerspace

Woodland Community College has a makerspace at the main campus. The purpose of the makerspace is to provide immersive learning opportunities for student learning through making and creating. Available equipment ranges from low-tech (die cutting, sewing, buttons, escape room experiences etc.) to high tech (Cricut Maker, XR headsets, 3D printers, etc.). To find out more, visit <https://wcc.yccd.edu/academics/library/makerspace/>. Contact Dena Martin at dmartin@yccd.edu for ideas for incorporating maker projects into your courses.

DSPS

The Department of Supportive Programs and Services (DSPS) provides educational support services and academic accommodations for students with verified disabilities who are enrolled in courses in the District. These supports are intended to assist college students with disabilities to successfully participate in college programs, courses, and activities. DSPS also serves as a resource for college faculty and staff to ensure an inclusive environment and to educate on DSPS issues affecting students. When an instructor is provided information about a student's approved accommodations, they are legally mandated to comply with the documentation. Additionally, instructors should assume that when a student discloses a need for accommodation that the student is being honest while the process is being facilitated by DSPS.

Examples of accommodations and services offered include:

- Extended time for testing
- Distraction-reduced setting for testing
- Scribe for testing

- Note taking services
- Alternate format for books and media (e-text, braille, audio, tactile graphics)
- Audio recorded lectures
- Real time captioning
- Sign language interpreters
- Assistive listening device
- Enlarged print
- Accessible furniture
- Preferential seating
- Priority registration services

Woodland Community College Contact Information:

Woodland Campus Building 700, Room 764
 Phone: (530) 661-5797
 Email: wccdspd@yccd.edu
 Webpage: <https://wcc.yccd.edu/student/DSPS/>

Lake County Campus Building 100, Room 141A
 Phone: (707) 995-7910;
 Email: kboles@yccd.edu
 Webpage: <https://lcc.yccd.edu/student/DSPS/>

Yuba College Contact Information:

Marysville Campus, Building 1800
 Phone: (530) 741-6795
 Video Phone: (866) 274-7530
 Email: dspinfo@yccd.edu
 Webpage: <https://yc.yccd.edu/student/DSPS/>

WCC Dream Center

The Woodland Community College Dream Center community resources include a plethora of services on and off campus like counseling, medical and social-emotional support, and an array of workshops beneficial to undocumented students. Our office is in the Student Services building and close to all services including the food pantry, tutoring, computer lab, CommuniCare, and other programs. One partner is the Coalition for Humane Immigrant Rights (CHIRLA), an organization of licensed attorneys and legal staff that is recognized by the Board of Immigration Appeals (BIA) and offers immigration legal services at a low cost. A representative will be able to meet with our students in this office!

Dream Center Contact Information

Woodland Campus Building 700, Room 744

Phone: (530) 668-3691

Email: wccdreamcenter@yccd.edu

Webpage: <https://wcc.yccd.edu/admissions/residency/>

YC Identity and Engagement Center

The Yuba College Identity and Engagement Center is located in room 309 in the cafeteria. This center allows for opportunities for students, employees, and the community to discuss, discover, and engage in identity and intersectionality. The Identity and Engagement Center was first envisioned in the 2019-2021 Equity Plan as a safe space for educational activities and engagement in all aspects of identity, including culture and heritage, gender, sexuality, ableness, and other facets of what encompasses social identity. The center includes a lending library, engaging games and activities to prompt discussion, and technology allowing Zoom-connected conversations, workshops, and student group meetings.

Identity and Engagement Center Contact Information

Yuba Campus Building 300, Room 309

Phone: (530) 740-4929

All Other Student Services

For additional student services for the **Woodland Community College** campuses, refer to the [directory of student services, contacts and hours for Woodland Community College Campuses](#).

For additional student services for the **Yuba College** campuses, including a directory of student services, contacts and hours visit <https://yc.yccd.edu/student/>.

Faculty Evaluations

Information on the faculty evaluation process is located in Article 6 of the [FAYCCD Agreement](#) for full-time faculty and in Article 11 of the [YC-AFT Agreement](#) for part-time faculty. Related forms are available at <https://www.yccd.edu/district-services/hr/forms/>.

Student Accidents and Injuries

Please see procedure by college in the sections below.

In all cases of student accidents, the instructor must complete the [YCCD Student Accident Report](#). If no instructor or staff member was present at the time of the accident, the employee to whom the accident is being reported should complete the YCCD Student Accident Report. If it is a life-threatening injury, call 911. (If calling from a campus phone, dial 9-911).

Yuba Community College District students are covered by an Accident Insurance Policy for accidents and injuries sustained while students are on and/or off campus participating in school related activities. The policy has a maximum liability amount of \$25,000. Coverage is subject to the terms and conditions of the policy.

Please note that Yuba Community College District does not offer a health insurance plan for its students. Students should be informed that if they are enrolled in a healthcare plan, the Student Accident Insurance Policy will be considered secondary coverage. If a student does not have a healthcare plan, then the Student Accident Insurance Policy will be considered primary coverage up to the maximum limit and subject to the terms and conditions of the Policy.

Woodland Community College

The instructor or staff member completing the report should submit it to the Executive Assistant to the Vice President of Student Services (530-661-4202). Detailed procedures for student injury are available in the [WCC Student Accident Report Procedures](#).

Yuba College

The instructor or staff member completing the report should submit it to the Executive Assistant of the Vice President of Instruction (530-741-6766). Detailed procedures are available in the [YC Student Accident Procedures](#).

Employee Accidents and Injuries

The faculty member should report the incident *immediately* to their immediate supervisor. Non-injury incidents should also be reported *immediately*. After reporting the incident to their supervisor, the employee should call the [Company Nurse](#) to report the injury. The employee and/or supervisor shall also contact the Office of Human Resources immediately to alert them of the injury.

The supervisor will use fact-finding questions:

- Ask the injured person or witness to show how the incident/accident happened.
- Review the physical cause, such as equipment, improper apparel, slippery floors, or other working conditions.
- Completely describe the incident, including lighting, walking surface, weather, measurements, and any other conditions that could have contributed to or prevented the incident.
- Review possible personal causes, such as dangerous practices, inability, inexperience, poor judgment, and disobeying rules.
- Decide the necessary measures to prevent similar incidents in the future. Report any defective equipment or working conditions to the responsible administrator.

Within 24 hours of the incident, the employee must also complete an “[Employee Work-Related Incident/Accident Report](#).” If the injury *does not* qualify as a “First Aid Claim” as defined in 8 CCR 14311 (to be determined by a medical facility physician), and the employee has already sought medical treatment, the employee will need to complete a “[Workers’ Compensation Claim Form DWC 1](#).”

The supervisor must complete the “[YCCD Incident/Accident Investigation Report](#)” within 24 hours of the incident/accident. The manager should keep a copy for their records and send the original to the Human Resources Analyst at yccd-hr@yccd.edu.

If medical treatment is necessary, the employee may receive treatment from:

Yuba: Adventist Health + Rideout Occupational Health & Drug Testing Services
1531 Plumas Court
Yuba City, CA 95991
(530) 751-4900

Clearlake: Ukiah Valley Job Care
232 B Hospital Dr.
Ukiah, CA 95482
(707) 467-4994

Colusa: Adventist Health + Rideout Occupational Health & Drug Testing Services
1531 Plumas Court
Yuba City, CA 95991
(530) 751-4900

Woodland: Concentra Medical Center
3680 Industrial Blvd Ste 550H
West Sacramento, CA 95691
(916) 373-7575

Davis Urgent Care Inc.
4515 Fermi Pl Ste 105
Davis, CA 95618
(530) 759-9110

Med-7 Urgent Care Centers
412 E Commerce Way Ste 100
Sacramento, CA 95834
(916) 447-6337

The Office of Human Resources will direct an injured employee to a Worker's Comp clinic closest to them. In the event that an employee has completed a Pre-Designation of Personal Physician form, the employee may schedule an appointment with the physician's office who is listed on the form. The Office of Human Resources will verify the file to ensure that we have received the [Pre-Designation of Physician form](#). If the employee chooses to use another physician or a facility, the employee is responsible for the cost of all visits. The medical doctor will provide a "Work Activity Status Report" to the employee. It is the employee's responsibility to provide the medical "Work Activity Status Report" to their dean or director and to the Office of Human Resources.

The District insurance carrier, Keenan and Associates, may need to complete a work site visit; if so, it will verbally inform the employee and the Executive Dean of the findings and recommendations during the site visit. A written report is submitted to the Office of Human Resources.

Reporting IT Issues

If you are experiencing an IT issue—such as with a computer, telephone or audio/visual equipment, please send an email to helpdesk@yccd.edu or call 530-741-6981.

Significant Administrative Procedures

District Administrative Procedures (APs) outline basic policies and procedures with which all faculty should be familiar. For instance, the following procedures are some of particular significance to faculty:

- [AP 3050](#): Institutional Code of Ethics
- [AP 3410](#): Nondiscrimination
- [AP 3430](#): Prohibition of Harassment
- [AP 3435](#): Discrimination and Harassment Investigations
- [AP 3500](#): Campus Safety
- [AP 3501](#): Key Control
- [AP 3510](#): Workplace Violence Plan
- [AP 3515](#): Reporting of Crimes
- [AP 3516](#): Registered Sex Offender Information
- [AP 3518](#): Child Abuse Reporting
- [AP 3530](#): Weapons on Campus
- [AP 3540](#): Sexual Assaults on Campus
- [AP 3550](#): Drug Free Environment and Drug Prevention
- [AP 3560](#): Alcoholic Beverages
- [AP 3570](#): Smoking on Campus
- [AP 3710](#): Intellectual Property and Copyright
- [AP 3720](#): Computer and Network Usage
- [AP 3721](#): Electronic Tools for Communication
- [AP 3750](#): Use of Copyrighted Material
- [AP 3900](#): Speech: Time, Place and Manner
- [AP 4010](#): Academic Calendar
- [AP 4020](#): Program and Curriculum Development
- [AP 4021](#): Program Viability
- [AP 4022](#): Course Approval
- [AP 4025](#): Philosophy and Criteria for Associate Degree and General Education
- [AP 4040](#): Library and Learning Support Services
- [AP 4100](#): Graduation Requirements for Degrees and Certificates
- [AP 4101](#): Independent Study
- [AP 4103](#): Work Experience
- [AP 4105](#): Distance Education
- [AP 4225](#): Course Repetition
- [AP 4226](#): Multiple and Overlapping Enrollments
- [AP 4230](#): Grading Symbols
- [AP 4231](#): Grade Changes
- [AP 4232](#): Pass/No Pass
- [AP 4235](#): Credit for Prior Learning
- [AP 4260](#): Prerequisites and Corequisites
- [AP 4300](#): Field Trips/Excursions and Authorized Student Absences
- [AP 4510](#): Final Examination
- [AP 4530](#): Academic Specific Handbooks
- [AP 4600](#): Student News Media
- [AP 5031](#): Instructional Materials Fees
- [AP 5070](#): Attendance Accounting
- [AP 5075](#): Course Adds and Drops
- [AP 5076](#): Waitlist
- [AP 5110](#): Counseling
- [AP 5140](#): DSPS
- [AP 5500](#): Standards of Student Conduct
- [AP 5520](#): Student Discipline Procedures
- [AP 5530](#): Student Rights and Grievances
- [AP 5700](#): Intercollegiate Athletics
- [AP 6750](#): Driving and Parking on District Property

- [AP 6800](#): Occupational Safety
- [AP 6810](#): Chemical Hygiene Plan
- [AP 7145](#): Personnel Files
- [AP 7161](#): Flexible Calendar Program
- [AP 7215](#): Academic Employees: Probationary Contract Faculty
- [AP 7216](#): Academic Employees: Grievance Procedure for Contract Decisions
- [AP 7340](#): Leaves
- [AP 7342](#): Family Medical Leave Act/California Family Rights Act Eligibility
- [AP 7344](#): Notifying District of Illness
- [AP 7360](#): Discipline and Dismissal - Academic Employees
- [AP 7366](#): Reinstatement
- [AP 7370](#): Political Activity
- [AP 7371](#): Personal Use of Public Resources

Additional APs are available in [BoardDocs](#) at <http://go.boarddocs.com/ca/yccd/Board.nsf/goto?open&id=8QSQM369E81D>.