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INTRODUCTION
FEATHER RIVER COLLEGE MISSION STATEMENT

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

NONDISCRIMINATION POLICY

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

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

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

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

SEXUAL HARASSMENT

It is the policy of the FRCCD to provide an environment free of unlawful discrimination in its programs, activities, and work environment. Sexual harassment is a form of unlawful sexual discrimination and will not be tolerated by the District. Sexual harassment includes, but is not limited to, any unwelcome sexual advances, requests for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational environment which offends, causes discomfort or humiliation, or interferes with job or academic performance. (For further information, see AP3430).
DISABLED STUDENTS
Disabled Student Programs and Services (DSP&S) (Education Code, Section 84850 and Title 5, California Code of Regulations [5 CCR] Sections 56000-56076) were enacted in California in 1976 through the passage of Assembly Bill 77 (Lanterman), which funds support services and instructional programs for students with disabilities in the California Community Colleges (CCCs). DSP&S assists CCCs to provide services and accommodations for students with disabilities that support student success and that meet the requirements of federal and state non-discrimination laws, including Sections 504 and 508 of the federal Rehabilitation Act, the Americans with Disabilities Act (ADA), the Americans with Disabilities Act Amendments (ADAA), and state Government Code Sections 11135-1139.5. While all CCCs are required to meet the requirements of Sections 504 and 508, the ADA, and the ADAA, the acceptance of CCC DSP&S funding is voluntary on the part of each college. With the acceptance of DSP&S state funding, FRC has developed an office of DSP&S that is additionally subject to the requirements of state Title 5 regulations and state Government Code Sections 11135-11139.5. Under the federal and state non-discrimination laws, FRC is required to provide appropriate accommodations as requested by any eligible disabled student. Accommodations may include, but are not limited to: Readers, writers, interpreters, mobility assistance, extended time on tests, disability management counseling, assistive/adaptive equipment loan, and assistive technology. Disabled students interested in receiving accommodations should contact the FRC DSP&S office for assistance at ext. 318.

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

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

&

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

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

(Source: BP4030 – Board Approved February 19, 2015)

The Policy
A. It shall be the policy of the District and the Federation to encourage full freedom for faculty to teach, research, and pursue knowledge as set forth in this Article and subject to the applicable provisions of law.

B. In the exercise of this freedom, the faculty member may, as provided in the United States and California constitutions and other applicable laws, discuss his/her own subject or area of competence in the classroom, as well as any other relevant matters, including controversial matters, so long as he/she distinguishes between personal opinions and factual information.

C. Faculty shall be free from unlawful harassment or from unlawful interference or restrictions based on political views.

D. The District shall not interfere with a faculty member’s freedom of speech or use of materials in any teaching assignment, except as allowed by law.

E. This Article is intended to declare the District’s and the Federation’s intent to allow those activities protected by constitutional freedom of speech and other forms of academic freedom protected by the laws of the State of California and the laws of the United States.

F. Faculty members shall maintain the exclusive right and responsibility to determine grades based upon their professional judgment. When grades are given for any course of instruction taught, the grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.

G. The freedom to think, to read, to speak, and to question is necessary to the development of an intelligent citizenry. These freedoms constitute a part of the philosophy of the instructional program at the college and are guaranteed to the faculty.

(Source: Federation of Teachers (AFT/CFT) Contract – Article 4)
CONSTITUTION AND BY-LAWS
OF THE FEATHER RIVER COLLEGE ACADEMIC SENATE
==========================================================================================================

CONSTITUTION

Article I - PURPOSE
The primary function of the Feather River College Academic Senate, as the representative of the faculty, is to make recommendations to the college administration and governing board with respect to academic and professional matters. “Academic and professional matters” refers to the following policy and implementation matters:
1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District and college governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development; and
11. Other academic and professional matters as are mutually agreed upon by the governing board and the Academic Senate.
(Source: California Education Code, section 70902; Title 5, California Code of Regulations, section 53200)

Article II – AUTHORITY
The governing board or its designees will consult collegially with the Academic Senate when adopting policies and procedures on academic and professional matters. This requirement to consult collegially shall not limit other rights and responsibilities of the Academic Senate, which are specifically provided in statute or other Board of Governors regulations.
While in the process of consulting collegially, the Academic Senate shall retain the right to meet with or to appear before the governing board with respect to the views, recommendations, or proposals of the Senate. In addition, after consultation with the administration of the college and/or district, the Academic Senate may present its views and recommendations to the governing board.
“Consult collegially” means that the district governing board shall develop policies on academic and professional matters through either or both of the following methods, according to its own discretion:
1. Relying primarily upon the advice and judgment of the Academic Senate; or
2. Agreeing that the district governing board, or such representatives as it may designate, and the representatives of the Academic Senate shall have the obligation to reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.
(Source: California Education Code, Section 70902; Title 5, California Code of Regulations, Sections 53200 and 53203)

Article III – MEMBERSHIP
The Feather River College Academic Senate shall include:
1. All full-time, teaching and non-teaching faculty;
2. Two associate faculty, to be elected for a one-year term by the members of the associate faculty at their August meeting;
3. All full-time faculty, as defined by Title 5, are voting members of the Academic Senate.
**Article IV – OFFICERS**

**A. Duties, Powers**

1. **President.** The Academic Senate President shall preside over all meetings of the Academic Senate, represent the Academic Senate to the Board of Trustees and Administration, attend all Board meetings, and serve on the following shared governance committees: Academic Senate Executive Committee, Budget, Cabinet, and Council on Instruction, Curriculum, and Equivalency. The President shall be the representative of the college Academic Senate at statewide Academic Senate meetings.

2. **Vice President.** The Academic Senate Vice President shall assist the President and shall preside over the Academic Senate meetings and represent the Senate to the Board of Trustees in the absence of the President. The Vice President shall chair the Academic Policies Committee and serve on the Academic Senate Executive Committee. If requested, the Vice President may represent the college Academic Senate at statewide Academic Senate meetings as the designee of the President.

3. **Treasurer.** The Academic Senate Treasurer shall be responsible for the collection of dues and the disbursement of funds, and shall provide an oral financial report at monthly Academic Senate meetings. Written financial reports shall be provided if requested by the Academic Senate.

4. **Executive Committee.** The Executive Committee shall consist of the Academic Senate President, Vice President, Past President, and Division Chairs. The Executive Committee shall be empowered to make policy recommendations in exceptional circumstances, when a convening of a meeting of the Academic Senate is not possible.

**B. Elections - Terms of Office**

1. All officers of the Academic Senate shall be elected for a term of one year, beginning July 1 and ending June 30. Division Chairs shall be elected for a term of two years, beginning July 1 and ending June 30.

2. Officers of the Academic Senate shall be elected by a secret ballot of the majority of those voting. The names of nominees shall be submitted to the faculty secretary any time after the March Academic Senate meeting. Nominations shall be announced at the April Academic Senate meeting, at which time nominees will have time allotted to them to address the Academic Senate regarding their candidacy. Nominees must have paid their membership dues for the current year in order to be eligible for election to office. Ballots shall be disseminated by the faculty secretary after the April Academic Senate meeting and returned to the faculty secretary no later than one week before the May Academic Senate meeting. Election results shall be announced at the May Academic Senate meeting and the results confirmed by a majority vote of Academic Senate members.

3. Elections for the position of Division Chair shall be conducted as described in the *Academic Senate Constitution and Bylaws*, and in accordance with the relevant portions of the *Agreement Between the Feather River College Federation of Teachers and the Feather River Community College District*, with the following exceptions: Nominees shall address the members of their division regarding their candidacy; voting shall be by secret ballot in the respective divisions.

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

1. The Academic Senate shall meet once each month during the regular school year. The Academic Senate President may schedule additional meetings as required.

2. Academic Senate meetings may begin when quorum is achieved. Quorum shall be 50% + 1 of all Academic Senate members. Any Senate member who is on sabbatical or other leave, or who does not have a work assignment of 50% or more in the current semester, shall not be considered in the total number required to achieve quorum. This rule does not affect the right of the Senate member to vote, either in person or by proxy. Once quorum is achieved, the departure of Senate members shall not affect the Senate’s ability to conduct votes, unless quorum is challenged and sustained by a majority vote.

3. To ensure full discussion and debate on all issues, only items designated on the agenda for “action” should be voted on during meetings. A motion to vote on an item not designated for “action” on the agenda shall require 2/3 vote of those Senate members present. If the motion passes, the vote on the item not designated on the agenda for “action” shall require a simple majority.


**Article VI - DUES**

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

1. The Academic Senate Scholarship Fund

2. To purchase gifts, cards, flowers, etc. for a hospitalized Senate member, or in response to the death of an immediate family member (including spouse, siblings, children or parents, or any relative living in the immediate household of the Senate member) in an amount up to $100.00

3. Any purpose approved by a majority of the Academic Senate.

**Article VII - AMENDMENTS TO THE ACADEMIC SENATE CONSTITUTION & BYLAWS**

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

*Approved by Academic Senate on 4/12/01*
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<td>Turk, Tess</td>
<td>Rodeo</td>
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INTERNAL GOVERNANCE COMMITTEES (Those on which faculty serve)

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

1. The governing board will consider policies for approval, relying primarily upon the advice and judgment of the Academic Senate in curriculum, degree and certificate requirements, grading policies, and in the hiring of faculty (through the ranking of candidates) [Title 5, 53200(c), 1, 2, 3, & 11] provided that:
   a. The Senate will ask for and receive comment from the Superintendent/President for policy under consideration. The Superintendent/President's comments will be considered by the Senate prior to final approval.
   b. Once approved by the Academic Senate, the policy will be sent to the Cabinet as an informational item.
   c. The Superintendent/President will place the policy on the Board of Trustees' agenda for final approval.

2. In all other academic and professional matters the Superintendent/President and president of the Academic Senate (upon a vote of the Senate) shall reach mutual agreement by written resolution. [Title 5, 53200(c), 4,5,6,7,8,9,10]

3. The Board, Superintendent/President, and Academic Senate will review these as defined above on a periodic basis to determine if revisions to this process are necessary. Please see “The Role of the Academic Senate in Academic and Professional Matters,” for further elaboration. [Appendix B, Chapter IV, Board Policy Manual].

Membership:
Full-time Faculty
Part-time Faculty (2)

AP 2510 Participation in Local Decision Making
Reference:
   Education Code Section 70902(b) (7); Title 5, Sections 53200 et seq;
   51023.5; 51023.7; Accreditation Standard IV.A.2, IV.A.5

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

Role of Faculty
The Academic Senate functions as the sole representative of the faculty, for the purpose of making recommendations and consulting collegially with the administration and Board of Trustees. The roles of the Academic Senate are described by statute, AB 1725 (1988) and Title V of the California Code of Regulations (53200-53206).
Procedure to “rely primarily upon the advice and judgment of the Academic Senate”

“Primary responsibility” is not construed by the Academic Senate to mean sole responsibility. The Senate shall consult with members of the administration, staff, and students when it engages in any kind of academic policy development. In addition, when an Academic Senate committee prepares a policy in an area where the Academic Senate is delegated primary responsibility, it will ask for and receive comments from the Superintendent/President, which will be considered prior to final action by the Academic Senate. Once approved by the Superintendent/President, the recommended policy will be placed on the agenda of the Board of Trustees for action.

Procedure to “reach mutual agreement”

All policies involving “academic and professional matters” shall originate in or be referred to the Academic Policies Committee or another appropriate standing committee of the Academic Senate. As in the procedure described above, the Academic Policies Committee or another appropriate standing committee of the Academic Senate shall consult with members of the administration, staff and students, and address requests by the Superintendent/President, Cabinet (which includes representatives from Administration, Academic Senate, Classified Senate, Associated Students, and Unions for Fulltime and Associate Faculty and Classified Staff) or the Chief Instructional Officer related to policy revision or origination. After the Academic Senate and the college president have completed their reviews of a policy proposal, and mutual agreement has been reached, it shall be transmitted to the Board of Trustees for action. The document shall contain the signatures of the Academic Senate President and the Superintendent/President.

Role of the Classified Staff

The Classified Senate functions as the sole representative of the classified staff for the purpose of making recommendations to the administration and the governing board of the District on non-collective-bargaining issues (MOU 01/02-4). Should the Classified Senate cease to exist for any reason, the authority for shared governance participation will revert to the collective bargaining agency for the classified staff.

Classified staff members shall be provided with opportunities to participate on all administrative standing or ad hoc committees that are not under the purview of the Academic Senate, and on all internal groups that influence decisions having an impact on staff members, e.g., hiring committees. Appointment to such committees, councils, or ad hoc groups shall be requested through or appointed by the Classified Senate.

Role of Students

The Associated Students of Feather River College (ASFRC) government functions as the official representative of students for the purpose of making recommendations to the college administration on issues of concern to all students. Students shall be provided with opportunities to participate on all administrative standing or ad hoc committees that have a significant effect on them, including, but not limited to, grading, student codes of conduct, academic discipline, curriculum, educational programs, processes for budgeting and strategic planning, student services planning and development. Appointments to such committees, councils or ad hoc groups may be requested through or appointed by the ASFRC President and Executive Committee.

Committee Structure and Process

The following committee structure will be used in the implementation of the shared governance process. It is assumed that each constituent group will have appropriate discussions and follow Robert’s Rules of Order where appropriate. It is recommended that at the first annual meeting of
each committee, the charge of the committee be reviewed and the committee’s processes be determined, within these guidelines. Shared governance representatives on committees are expected to represent the viewpoint and interest of the constituency they represent, to keep themselves informed of this viewpoint, and to report back to their constituency on a regular basis. It is expected that each committee will meet at least once in the fall term and once in the spring term; additional meetings may be scheduled by the committee as needed. Committee meeting schedules will be posted on the college’s website master calendar. All standing shared governance committees are expected to publish agendas and minutes to their members, and to file these documents in an appropriate “public folder” or comparably accessible location; the form of agendas and minutes shall be at the discretion of the committee by majority vote or consensus. The committees listed here are standing shared governance committees; ad hoc committees or task forces may be formed as needed, and should determine to which shared governance committees their work should be presented or reported so that it may form part of the college’s shared governance dialog.

**ADMINISTRATIVE COMMITTEES**

These are college-wide committees with representation from administration, faculty, classified staff and students. The committees are charged with the oversight of college operations and formulating policies or procedures for Board of Trustee consideration. “Ex Officio” members are committee members by virtue of their office, but are nonvoting.

**Academic Calendar:** Establishes an academic calendar proposal for the following year, which must be ratified by the fulltime faculty union.

**Membership:**
- Chief Instructional Officer (Chair) and one additional administrator
- Academic Senate Faculty (2)
- Registrar
- Director of Financial Aid
- Associated Students Representative (1)

**Accreditation:** Organizes monitors and supports the institution's continuing self-study and accreditation process.

**Membership:**
- Cabinet (Steering Committee)
- Accreditation Liaison Officer (Chair)
- Academic Senate Coordinator
- Classified Senate Coordinator
- Director of Institutional Research and Planning

**Basic Skills:** Oversees basic skills learning support. Works in conjunction with the Chief Instructional Officer on matters related to basic skills learning. Implements Strategic Plan objectives related to basic skills learning.

**Membership:**
- Director of Instructional Resource Center (Chair)
- Chief Instructional Officer
- Academic Senate Faculty (2)
- Classified Senate Representatives (2)
- Associated Students Representative (1)
- Advisor/Counselor (1)

**Budget:** Reviews and discusses budget development based on the college’s mission, priorities established in the college’s Strategic Plan, revenue and expenditure information, and institutional needs and priorities as supported by program reviews and annual budgetary requests. Makes
recommendations to the Superintendent/President on the District's annual budget. The Budget Committee will report back to the Strategic Planning Committee on funding of programs per the strategic directions provided by the Strategic Planning Committee, prior to making final recommendations to the Superintendent/President.

**Membership:**
- Chief Financial Officer (Chair)
- Superintendent/President (Ex Officio)
- Chief Instructional Officer
- Chief Student Services Officer
- Administrative Representatives appointed by the Superintendent/President (2)
- Division Chairs
- Academic Senate President
- Classified Senate President or designee
- Classified Senate Representatives (2)
- Associated Students Representative (Ex Officio)

**Cabinet:** Receives and deliberates on policy recommendations, exclusive of those academic and professional matters enumerated in Title 5, 53200(c) 1, 2, 3 and 11, from any and all groups, obtains constituent opinions and advises the Superintendent/President regarding policy recommendations, serves as a sounding board for college-wide initiatives, and provides communication within the college. Initiates policy recommendations when a policy area is not assigned to any other governance committees

**Membership:**
- Superintendent/President (Chair)
- Associated Students’ President
- Classified Senate President
- Academic Senate President
- Chief Instructional Officer
- Chief Student Services Officer
- Chief Financial Officer
- Director of Human Resources
- Fulltime Faculty Union President or designee
- CSEA President or designee
- Associate Faculty Union President or designee

**Communications:** Oversees communications issues, including external and internal communications on college-wide matters, and including website improvements, email communications issues, signage, advertisements and marketing plans. Advises the Superintendent/President on such matters.

**Membership:**
- Director of Marketing/Outreach (Chair)
- Administrators (2)
- Academic Senate Faculty (2);
- Classified Senate Representatives (2);
- Webmaster
- Associated Students Representative (1)

**Diversity:** Monitors, plans, and implements college activities that promote and encourage knowledge, awareness and appreciation of cultural diversity on the campus and within the Plumas County community.

**Membership:**
Director of Human Resources/EEO;
Chief Student Services Officer (Chair)
Academic Senate Faculty (2)
Classified Senate Representatives (2)
Associated Students Representative (1)

Facilities: Reviews and discusses information related to facility issues of a permanent or long term nature, e.g. sites and plans for new facilities, placement of any permanent structures, landscaping, and makes recommendations on these issues to the administration.

Membership:
Superintendent/President (Ex Officio)
Academic Senate Faculty (2)
Classified Representatives (2)
Associated Students Representative (1)
Director of Facilities (Chair)
Chief Instructional Officer
Chief Technology Officer
Chief Financial Officer

EEO Advisory: Monitors compliance with the District's EEO plan and goals, primarily by a representative serving in an advisory capacity on all search committees.

Membership:
Director of Human Resources/Equal Employment Opportunity Officer (Chair)
Academic Senate Faculty (1)
Classified Senate Representatives (1)
Volunteers as recruited and trained
Coordinator of Institutional Research and Planning

President's Staff: Advises the Superintendent/President on all institutional matters affecting college operations.

Membership:
Chief Instructional Officer
Assistant Dean of Instruction
Chief Student Services Officer
Chief Financial Officer
Director of Human Resources/EEO Officer
Director of Facilities
Chief Technology Officer
Director of Marketing/Outreach (as needed)
Director of Institutional Research and Planning (as needed)

Professional Development: Creates and implements a professional development program of activities for the benefit of all District employees.

Membership:
Director of Human Resources, (Chair)
Chief Instructional Officer
Chief Student Services Officer
Academic Senate Faculty Flex Coordinator
Classified Representative

Safety: Reviews and discusses information related to safety issues such as safety programs,
inspection reports and recommendations, safety complaints and concerns, accident reports, property/liability insurance, and worker's compensation insurance information. Makes recommendations to the administration on safety issues and the expenditure of funds allocated for safety training and hazard corrections.

**Membership:**
- Director of Human Resources
- Residence Hall Manager
- Director of Facilities
- Academic Senate Faculty (2)
- Safety Officer (Chair)
- Classified Senate Representative (1)
- Associated Students Representative (1)

**Strategic Enrollment Management:** Develops, oversees, and communicates the college’s enrollment management plan, which includes enrollment goals, recruitment/marketing goals, persistence/retention data and evaluation/assessment/research information.

**Membership:**
- Chief Student Services Officer (Chair)
- Chief Instructional Officer
- Assistant Dean of Instruction
- Marketing/Outreach Coordinator
- Coordinator of Institutional Research and Planning
- Administrators (2) to include Chief Instructional Officer or designee
- Academic Senate Faculty (2)
- Classified Senate Representatives (2)
- Associated Students Representatives (1)

**Strategic Planning:** Guides the development and implementation of a strategic plan for the college, including development of planning assumptions, identification of major problems and possible solutions, priorities, and institutional objectives. Institutionalizes an integrated planning process, ensuring constituent support, and acts as one of the principal sources for rationalizing budget expenditures. Guided by BP/AP_3250.

**Membership:**
- Superintendent/President, (Chair)
- Associated Students Representative (1)
- Academic Senate Faculty (2)
- Classified Senate Representatives (2)
- Chief Student Services Officer
- Chief Instructional Officer
- Chief Financial Officer (Ex Officio)
- Director of Facilities (Ex Officio)
- Director of Human Resources/EEO Officer
- Director of Marketing/Outreach (Ex Officio)
- Coordinator of Institutional Research and Planning (Ex Officio)

**Strategic Technology:** Receives, identifies and addresses technology issues. Proposes recommendations for the adaptation or integration of new technologies in all instructional areas. Recommends changes to, and monitors the implementation of, the strategic technology plan. Recommends policy for the use of technology by the District. Submits technology budget requests to the appropriate administrative authority.

**Membership:**
Student Intervention: Incorporating the Early Alert process, contacts students who are having difficulty due to academic and non-academic issues and have been referred by campus community members. Referrals include services and programs that provide support to students that promote student retention and academic success.

Membership:
Counselor/Academic Advisor
Chief Student Services Officer (Co-Chair)
Director of Athletic Operations (or designee)
Academic Senate Faculty (2, 1 to serve as Co-Chair)
Classified Senate Representatives (2)
Senior Office Assistant II, Student Services
Financial Aid Technician
Program Manager – EOPS
TRIO/SSS Advisor
DSP&S Representative
Student Peer Advisor

Student Learning Outcomes Assessment Cycle: Supports and provides resources for student learning outcomes assessment design and implementation using the SLOAC campus-wide plan. Analyzes and disseminates student learning outcomes data for reporting purposes and improving institutional effectiveness.

Membership:
Chief Instructional Officer (Chair)
Academic Senate Faculty (2)
Classified Senate Representative (2)
Associated Students Representative (2)
Director of Institutional Research and Planning

Student Services Council: Functions as representative of Students Services for the purpose of making recommendations to the Chief Student Services Officer. Also oversees the Matriculation process.

Membership:
Chief Student Services Officer,
Chair, Associated Students Representative
Program Manager Transition Services
Director of Title III
Director of TRIO/SSS
Articulation Officer
Registrar
Directors of Talent Search & Upward Bound
Administrative Assistant to the CSSO
Child Development Center Director
Residence Halls Manager
Sustainability Action Team: Identifies and develops strategies and initiatives for improving the college’s self-sufficiency, demonstrating a greater sense of environmental and social responsibility, improving literacy of sustainability issues, and strengthening related partnerships within the broader community. Implements Strategic Plan objectives related to sustainability.

Membership:
Superintendent/President (Chair)
Sustainability Coordinator
Academic Senate Faculty (2)
Classified Senate Representative (2)
Facilities Director or designee
Community Member (1)
Associated Students Representative (1)

ACADEMIC SENATE COMMITTEES
Academic Senate Committees are standing or ad hoc committees of the Academic Senate, which have original jurisdiction over policy involving academic and professional matters. These committees may have administrative, classified and student representation.

Academic Policies: Recommends policy, including joint agreements, to the Academic Senate for all AB 1725 mandated areas, excluding curriculum, professional ethics, and revisions of the Academic Senate Constitution.

Membership:
Academic Senate Vice President, (Chair)
Academic Senate Faculty (3)
Classified Senate Representative
Chief Instructional Officer
Associated Students Representative

Council on Instruction: Advises the Chief Instructional Officer on all academic issues and makes recommendations to the Academic Senate.

Membership:
Chief Instructional Officer, (Chair)
Assistant Dean of Instruction
Academic Senate President
Division Chairs
Director of Library
Director of Learning Center

Curriculum: Reviews new courses, programs, and revision of current courses. Provides recommendations through the Academic Senate to the Board of Trustees on curriculum, including establishing prerequisites, placing courses within disciplines and reviewing course in compliance with Title 5. Provides recommendations to the Academic Senate and the Superintendent/President regarding related educational issues. These responsibilities are also specified in BP 2510.

Membership:
Chief Instructional Officer, Chair
Assistant Dean of Instruction
Division Chairs
Academic Senate President (Ex Officio)
Articulation Officer
Registrar (Ex Officio)
Academic Senate faculty (2)
Advisor/Counselor
Associated Students’ President or designee.

COURSE PROPOSALS

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

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

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

Equivalency: Considers a claim of equivalency in meeting minimum qualifications established for a faculty position, in accordance with the provisions of Title V, California Code of Regulations, Section 53430.

Membership:
Academic Senate Faculty Member most closely related by discipline appropriate Division Chair (Chair)
Academic Senate President
Chief Instructional Officer.

Faculty Flex: Develops structured flex day activities after surveying the needs and interests of the faculty, the college’s strategic plan, the education plan, and other relevant materials. Receives proposals for individually planned professional days, and approves, rejects, or modifies same. Committee is responsible for the distribution, completion and forwarding to the Chief Instructional Officer all verification statements for documentation of individual professional development days. The Flex Committee Chair and the Chief Instructional Officer must approve all flex activities. (Article 18 of faculty collective bargaining agreement)

Membership:
Academic Senate Faculty Flex Coordinator, (Chair)
Chief Instructional Officer
Academic Senate Faculty (1).

Standards and Practices: Oversees the Academic Senate Constitution and rules, recommends professional ethics policy to the Academic Senate, and considers any questions regarding faculty advancement and professional conduct.

Membership:
Academic Senate Faculty (4)
Chief Instructional Officer
Chair is to be elected at the year’s first meeting from among the four Senate representatives.
ACADEMIC
POLICIES
AND
PROCEDURES
ACADEMIC INTEGRITY POLICY

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

SYLLABUS STANDARDS

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

1. General class information
   a. Recommended Title for Document – Sample: MATH101 – SYLLABUS
   b. Class name
   c. Class meeting times/days
   d. Class meeting location(s)
   e. Instructor name
   f. Instructor phone number (required for full-time faculty, recommended for associate faculty)
   g. Instructor email
   h. Instructor office location
   i. Office hours (required for full-time faculty, recommended for associate faculty)

2. Course content and outcomes
   a. Course description per COR
   b. Student learning outcomes per COR
   c. Textbook information, including ISBN and reference to availability at campus bookstore
   d. Other course materials as appropriate, this may include technological requirements
   e. Course transfer/articulation information

3. Course policies
   a. Attendance/drop (note: in most cases attendance cannot directly affect student grades)
   b. Academic honesty
   c. Late assignments
   d. Class etiquette
      i. Sample language: Class begins promptly at 10:00 a.m. on Mondays, Wednesdays, and Fridays. Out of courtesy to your classmates, you are expected to be in class on time. Tardiness and leaving early will count as absences. During the class period, you will be expected to participate fully, and respect your classmates, guest speakers, and myself. If your behavior is disruptive, I will ask you to leave the class for the remainder of the period: this will count as an unexcused absence.
   e. Respect for diverse perspectives
      i. Sample language: FRC is committed to creating an environment free of discrimination and promoting the safety of all individuals on campus. The goal of a safe learning
environment in this class is to prevent the occurrence of discrimination on the basis of sex, race, color, age, national origin (ethnicity), religion, sexual orientation, gender expression, disability, or veteran status and to prevent sexual harassment, sexual assault, or bullying. A safe learning environment also means that a student should not fear retaliation if they express concerns or report a violation of this policy to the instructor.

f. Use of electronic devices
   i. Sample language: Use of electronic devices during class for personal reasons is disrespectful and distracting. If I see you texting during class you will be considered absent and will be asked to leave class. Quietly step out of the classroom if you must answer a call, text, or get your electronic fix. Use of laptop computers for taking notes and working on class material may be considered, but abuse of these privileges may result in the banning of all laptops from the classroom. Laptop users must sit in the first two rows of the classroom. Charge your computer before class to ensure compliance. Repeat violations of this policy may result in an administrative drop.

g. Protocol for corresponding with instructor

h. Accommodations for students with disabilities, including reference to DSPS
   i. Sample language: Please bring me your official documentation for any required accommodations. See Disabilities Support Program for Students at https://www.frc.edu/dsp/index

4. Course structure and assignments
   a. Course topics, both lecture and lab as applicable
   b. If applicable, addresses and passwords for online course resources and/or the Learning Management System, e.g., Moodle. Include information about any technical requirements such as the installation of applications (Skype, e-text readers, or textbook supplied software).
   c. Grading policy
   d. Broad description of assignments and significant course components (may include assigned readings and location of these readings, due dates, etc.)

5. Other
   a. Policies more directly related to students: http://www.frc.edu/studentservices/student-policies

Feather River College faculty are committed to helping create a safe and open learning environment for all students. If you (or someone you know) have experienced any form of sexual misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and support are available. The College strongly encourages all members of the community to take action, seek support and report incidents of sexual misconduct to the Title IX Coordinator, Dave Burris. Please be aware that under Title IX regulations effective August 14, 2020 the College has designated all employees as having the responsibility of reporting sexual misconduct to the Title IX Coordinator.

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

Mental Health and Wellness Center Counselor, Nick Maez, at Ext. 234 or Ext. 205

Plumas District Hospital Emergency Room - 530-283-7111

Plumas County Mental Health - 530-283-6307

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

The following nomenclature is a sample on how we need you to label/name/SAVE AS on your document/s. Please also use similar nomenclature in the “Subject” line of the email when emailing the document/s to Ibergum@frc.edu, Administrative Assistant in the Office of Instruction

```
COURSE NAME#-CRN_COURSE NAME  _TERM_YOUR LAST NAME
```

An example: `GEOL102-7052_PHYS GEOL_SYLLABUS_SP19_LERCH`

If you have more than one syllabus to submit, please send them **ALL in one email** with nomenclature in the “Subject” line of your email as follows...

```
COURSE NAME/S#_SYLLABI_TERM_YOUR LAST NAME
ENGL101, 102, 103, 104, HUMN101_SYLLABI_SP19_LERCH
```

ADMISSIONS AND RECORDS

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

Our staff includes the Director of Admissions & Records/Registrar, Gretchen Baumgartner, ext. 285, gbaumgartner@frc.edu; Admissions & Records Specialist, Erin Ellingson, ext. 222, eelingson@frc.edu; Admissions & Records Technician, Cathy Riley, ext. 291, criley@frc.edu; Student Accounts Technician, Ashleigh Boyd, ext. 292. If you have any questions about Admissions & Records policies and procedures, your rosters, or your student’s status, please call or stop by the A & R Office.

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

Please visit our webpage at [http://www.frc.edu/admissions/index](http://www.frc.edu/admissions/index) which includes the Academic Calendar, international student information, residency requirements, A & R forms, and links to other FRC departments.

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

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

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

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

CENSUS ROSTERS

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

These are the methods in which census roster verification must occur:

* Students who were enrolled but never attended will be marked as NO SHOWS. Write “NS” next to the student’s name.
* Students who attended at least one time, but QUIT ATTENDING as of the census date will be dropped the LAST DATE OF ATTENDANCE. Write “DROP” next to the student’s name with the LAST DATE OF ATTENDANCE.
* Please sign and date all rosters in ink and return to the Admissions and Records Office by the due date.

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

CLEAN UP ROSTERS

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

FINAL GRADES

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

POSITIVE ATTENDANCE HOURS

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

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

The following nomenclature is a sample on how we need you to label your document/s. Please also use similar nomenclature in the “Subject” line of the email when emailing the document/s to lbergum@frc.edu

**COURSE NAME#/CRN_POSITIVE ATTENDANCE OR “PA” _TERM_LASTNAME**

An example: **GEOL102/7052_PA_F17_LERCH**

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**ATTENDANCE RECORDS**

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

**AUDITING CLASSES**

In accordance with Education Code 72252.3 and District Policy, students may audit courses **under the following conditions**:  
1) The student has taken the course the maximum number of times.  
2) Admission of audit students will not result in a credit student being denied access.  
3) Audited courses do not receive credit.  

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

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

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

**ADD AUTHORIZATIONS**

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

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

CREDIT BY EXAMINATION

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

- Military training
- Industry training
- State/federal government training
- Volunteer and civic activities (e.g. Peace Corps)
- Apprenticeships, internships, work-based learning, or other industry-based experiential learning

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

I. Credit for Prior Learning through external examinations - Credit for Prior Learning may be obtained by one of the following external examination methods:
   a) Achievement of a score of 3, 4, or 5 on an Advanced Placement Examination administered by the College Entrance Examination Board.
   b) Achievement of a score that qualifies for credit for prior learning in the College Level Examination Program.
   c) Achievement of a score that qualifies for credit for prior learning in the International Baccalaureate Program

II. Credit for prior learning through internal examinations - Students are eligible to seek "credit for prior learning" through internal examinations in a maximum of 6 unit's worth of coursework if they:
   a) Student must follow the petition process as outlined below.
   b) Are currently enrolled in at least one course (other than the course to be challenged);
   c) Have completed 12 units at FRC. (Units for which credit is given shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree); and
   d) Have a 2.0 or higher GPA in all college units attempted.
   e) Assessment approved or conducted by proper authorities of the college.
   OR
   Have completed coursework for which an articulation agreement exists between Feather River College and the student’s high school.

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

Examination Approval
   • The faculty in the discipline who normally teaches the course for which credit is to be granted, in accordance with policies and procedures approved by the Curriculum Committee, shall determine the nature and content of the examination. The aforementioned faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record. The faculty may accept an examination conducted at a location other than the community college for this purpose.
   • If a course includes extensive writing or laboratory exercises, these will be included in the comprehensive exam. There may be courses for which a comprehensive exam cannot be developed or administered. It is the responsibility of the Curriculum Committee to determine which course is appropriate for credit for prior learning which will be noted on the Course Outline of Record. Should an instructor deny an opportunity for the student to receive credit for prior learning, the student has a right to appeal to the Vice-President of Instruction/CIO. The Vice-President of Instruction/CIO will forward appeal to COI (Council of Instruction). The instructor who denied the request will be present for the appeal with the COI committee to help in understanding the decision. The student will be notified of the final decision in writing.
   • A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in terms of individually identified courses for which examinations are conducted pursuant to this section.
   • Students may only challenge a course by credit for prior learning one time. If they fail the challenge, they will receive an F on their transcript. The student has the option of repeating the course to remove the failing grade.

Credit for Prior Learning Grading
   ☒ Grading shall be according to the regular grading scale approved by the governing board, except that students shall be offered a credit-no credit option if that option is ordinarily available for the course. The standards for determining the grades received may differ for credit by exam at the discretion of the faculty member.
   ☒ The grade is based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency.

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade points per unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D+*</td>
<td>1.3</td>
</tr>
<tr>
<td>D*</td>
<td>1.0</td>
</tr>
<tr>
<td>F*</td>
<td>0.0</td>
</tr>
</tbody>
</table>

* may not be used for college-level English, Math, or major requirement courses
The following designations are not included in computing grade point averages, but may be used in determining progress probation and dismissal:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade points per unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>At least satisfactory completion of course</td>
</tr>
<tr>
<td>NP</td>
<td>Less than satisfactory completion of course or failure</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>IP</td>
<td>In progress (class extends beyond term)</td>
</tr>
<tr>
<td>RD</td>
<td>Report delayed (beyond student control)</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
</tbody>
</table>
Also, by law, the instructor is solely responsible for the grades he/she assigns; no instructor may be directed to change a grade except in certain narrow circumstances authorized by Education Code, Section 75224.

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

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

**Pass/No Pass**
Students who do not wish to receive a letter grade may enroll in 3 units (or one class exceeding 3 units) per semester on a Pass/No Pass grading basis.

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

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

P/NP grades will be recorded on the student’s permanent record and appropriate unit credit will be awarded.

P/NP grades will not be used to compute a student’s grade point average. However, units attempted for which a NP grade is recorded will be used in determining Financial Aid eligibility, progress probation and dismissal.

**INCOMPLETE GRADES**

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

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

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

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

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

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

INSTRUCTIONAL (FACULTY) ADVISING

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

INSTRUCTIONAL GRIEVANCE POLICY AND PROCEDURES

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

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

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

OPEN CLASS POLICY

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

Concurrent high school students must complete a High School Co-Enrollment Student Permit form with approval from their parent/guardian and school principal and submit to the Admissions & Records Office for processing. Assessment testing is not required for non-academic courses. Concurrent enrollment for an activity course cannot exceed 10% of the total enrollment with an overall enrollment of 5%.
OVERLAPPING CLASSES
Permission to enroll in overlapping classes is granted under rare and exceptional circumstances. The student and instructor must complete an Overlapping Classes Form and list the dates/days and times that the student will make up the missing hours. Completed forms must be submitted to the A & R Office for processing.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

HTTP://WWW.FRC.EDU/INSTRUCTION FORMS

Basic Field Trip Guidelines:

1) Whenever possible, trips involving more than four hours should be taken on Saturday or during a holiday period. All field trips must be approved by the Chief Instructional Officer.

2) If possible, field trips should be taken during hours regularly scheduled for the class making the trip.
3) Field trips that will cause students to miss classes are not to be scheduled during the two weeks prior to the beginning of final examinations unless the classes to be missed are classes taught by the instructor requesting the field trip or the trip is specifically approved by the Chief Instructional Officer.

4) Students must go and return in college transportation. The instructor must report violations to the Chief Instructional Officer.

5) Instructors must use chartered, contracted, or District vehicles for all trips involving the transportation of students. No student is to be permitted to use personal transportation from campus to a required activity of the college held off campus. Students may use personal vehicles to travel from home to an off-campus location. The Chief Instructional Officer must approve any official college trip other than those made in busses or district automobile.

6) A person who serves as a volunteer for a field trip must be Board approved (see Human Resources for details). Volunteers must be at least 18 years of age and when Board approved, may ride on District transportation and are covered by District liability insurance. Non-enrolled children under 18 years of age may not participate in college field trips.

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

**AUDIO RECORDERS IN CLASSROOM**

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

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

Night Classes / Off-Campus Classes
Students are responsible for getting their own textbooks. Instructors are welcome to pick up and
check out textbooks to sell in their class. Once the books leave the bookstore, the instructor is
responsible for the condition of the textbooks, collecting the monies, and the return of extra books
and the monies collected. Students cannot check out textbooks and take them to class for the
instructor.

Complimentary Textbooks/Teaching Materials
The bookstore does not order complimentary teaching materials for instructors. The bookstore
staff will provide publisher information for the instructor to contact the publisher or sales
representative directly.

The bookstore does not loan textbooks. Faculty may purchase their textbook from the store.
When the complimentary textbook arrives, provided it is in new sellable condition, a refund may
be given. (Contact bookstore manager for full details on this procedure.)
Please be advised, complimentary textbooks can take up to six weeks to receive.

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

Textbook Ordering Information
It is the instructor's responsibility to submit online the FRC Bookstore Textbook Adoption Form.
(Example of the online form is on the next three pages). The bookstore will order textbooks based
on previous course and textbook history. It is the instructor's responsibility to notify the
bookstore if additional copies of a textbook are needed.

The FRC Bookstore Textbook Adoption Form can be found on the Instruction webpage:
https://www.frc.edu/instruction/forms

The online link to the form is: https://frcformsforms-db.com/view.php?id=11615/

Note: Before announcing the price of a textbook to the students, please check with the bookstore
for current price.  https://www.frc.edu/businessservices/bookstore
FRC Bookstore Textbook Adoption Form

Instructions:
1. Complete the form in full; incomplete forms will not be accepted
2. Complete one form for each course
3. Submit the form by clicking on the submit button at the bottom of the page
4. If you have any questions call the FRC Bookstore, 530-283-0202, ext. 271

- Date [ ] MM / [ ] DD / [ ] YYYY
- Semester *
  Designate Fall, Spring, or Summer with the year, i.e. Fall 2015
- Course Number *
- Course Name *
- Instructor Name *
- Expected Enrollment *
- Total Number of Books Needed. *

**TEXTBOOK #1**
- Title
- Author(s)
- Publisher
- ISBN # (on back of book)
- Edition
- Check All That Apply
  - Hardback
  - Paperback
  - Required
  - Optional

**TEXTBOOK #2**
- Title
- Author(s)
- Publisher
- ISBN # (on back of book)
• Edition

• Check All That Apply
  - Hardback
  - Paperback
  - Required
  - Optional

• TEXTBOOK #3

• Title

• Author(s)

• Publisher

• ISBN # (on back of book)

• Edition

• Check All That Apply
  - Hardback
  - Paperback
  - Required
  - Optional

• Required Supplies

Please give complete information, i.e., stock number, style, color, quantity, etc.
LIBRARY RESOURCES AND SERVICES AVAILABLE TO FACULTY

LIBRARY HOURS: Monday - Thursday 8:00 a.m. - 9:00 p.m.
               Friday: 8:00 a.m. - 4:30 p.m.
               Sunday: Computer Lab 4:00pm – 8:00pm (except holiday weekends)
Summer and academic break hours vary
530-283-0202, x236
http://library.frc.edu/library/

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

Library Website and Subject Guides – The library website link is located under Quick Links along the left side of the FRC campus website (http://www.frc.edu), and includes an intuitive search box and a 24/7 Chat reference service interface. Also, a useful guide to Faculty Resources is located under the Subject Guides dropdown link near the top left side of the library website. There are also subject guides for each subject area in the curriculum to help students navigate information in their area of interest. Please send any ideas or suggestions for content in your subject guide area to the Library Director, Darryl Swarm (dswarm@frc.edu).

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

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

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

**Library Research Instruction** -- Faculty are encouraged to make arrangements with the library director for in-class library research instruction sessions on performing general or subject-specific library research. Research instruction sessions usually take 40-50 minutes as students are taught how to find material using the book and media catalog, the library’s numerous subscription electronic databases, and quality Internet resources pertinent to their research topics. The interactive discussion may involve dialogue between the students, instructor and library director on topics like the evaluation of information sources, plagiarism, citation management, selecting a research topic, and discipline-specific resources. Research instruction may also be take the form of a 1-3 hour interactive laboratory session or may cover specialized research techniques that build on research skills developed across the curriculum. Please e-mail the Library Director, Darryl Swarm (dswarm@frc.edu), to arrange for a library research instruction session. It is recommended that you schedule research instruction sessions early in the semester shortly after the research project is assigned.

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

**PRINTING CENTER POLICIES AND PROCEDURES**

The services of the Printing Center are for the use of college staff for educational purposes only. The Duplicating Center is open from 8 a.m. – 5 p.m. weekdays. The Duplicating Center is unstaffed after 2:00 p.m. Typically, the Duplicating Center is available for instructional copy needs until 7 p.m., Monday through Thursday. **EVENING HOURS will be announced after the 1st week of each semester.**

**FOR YOUR PHOTOCOPY NEEDS, you are encouraged to leave work in the provided "IN BOX" in the Printing Center or in the Printing Center mailbox located in the Administration foyer. Please attach a job order form (available in the printing center or print center mailbox). You may also email requests to the Print Center staff. Please plan for a minimum two-four hours turn-around time for photocopy requests.** Your materials will be delivered to your mailbox upon completion. In order to keep a photocopy machine free for campus staff use in completing small jobs, job requests requiring more than 300 copies total are to be submitted to the print center staff for completion. Most job requests of larger quantities (1,500+) and jobs requiring colored ink will require a minimum of 24 hour notice. Contact the Switchboard desk, in the printing center, at extension 200, regarding large job requests of 1,500+ copies.
COPYRIGHT: Copy work infringing upon the copyright laws will not be allowed. Copyright materials require approval from the publisher.

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

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

EQUIPMENT SERVICES:
- Canon Photocopier Printing of college materials
- Laser Printer/Scanner Transparencies
- Spiral Binding Machine Binding of reports, workbooks
- Paper Cutter White paper recycling
- Heavy Duty Stapler Copyright guidelines
- Three-hole Punch

SUPPLIES:
- FRC letterhead stationery and envelopes
- Colored paper stock, parchment

HEALTH SERVICES

Feather River College provides health services to all its students through a special agreement with the Plumas County Public Health Agency (PCPHA). This agency is not a full scope medical clinic but provides family planning, physical assessment, referral, counseling, and health education. All services are provided by a licensed health care provider.

Plumas County Public Health Agency offers the following services to FRC students:
- Family planning, pregnancy testing, education, and referral
- HIV & STD testing, counseling, education, and referral as needed
- Immunizations - Tdap, MMR, Flu (if eligible)
- TB skin testing
- Physical assessment and referral
- Health and lifestyle education

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

Plumas County Public Health Agency is in the building complex next to the FRC Residence Hall.
We have made every effort to make forms available through the FRC website. Forms that are needed for each of the following departments are noted in website links below...

Instruction Office –  http://www.frc.edu/instruction/Forms
Admissions –  http://www.frc.edu/admissions/forms
Human Resources -  http://www.frc.edu/humanresources/forms
Business Office (go to appropriate area for form) -  http://www.frc.edu/businessservices/
What are all those drives that show up on my computer?

The screen shot above is what you will see when you click on “This PC” on a typical staff or faculty networked computer. If you have a USB (“flash”) drive, it should show up among the removable storage drives a minute or so after you plug it in.

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

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

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

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

- **C:** Local Hard Drive (Your main storage)
- **D:** DVD or CD/DVD drive
- **E:** Additional DVD or CD/DVD Drive, or USB Drive
If you only have one DVD or CD/DVD drive, the E: drive may refer to a USB (“flash”) drive. You may also see F: and G: drives if you have more than one USB port that can accept a “flash” drive. Network drives usually start with higher letters, like H: These are drives that you can access over the network but are not attached to or in your computer. Computers have access to different network drives depending on the user account, so if you login to someone else’s computer with your own account, you should see the same network drives as your own computer.

Faculty and staff typically have an S: drive for sharing files with work associates over the network, and a T: drive that allows instructors to make files available to students who are using the campus network in labs, classrooms, or residence halls.

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

### Network Drives
(Drives Accessed Over the Hardwired FRC Network)

<table>
<thead>
<tr>
<th>Drive</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>S:</td>
<td>Use for sharing documents among work associates</td>
</tr>
<tr>
<td>T:</td>
<td>Use for distributing documents to students over the campus network</td>
</tr>
<tr>
<td>U:</td>
<td>Use to back up your computer by clicking “mybackup” on your desktop</td>
</tr>
</tbody>
</table>

Since all smart podiums in the classrooms are networked and have Internet access, you can gain access to your documents in the classroom by logging in and using the S:, T:, or U: drives, or by placing your documents on Canvas and accessing the site through the Internet. You can also store data on a USB (“flash”) drive and plug it into the smart podium computer.

Remember that students can only access your network T: drive if they use the hardwired network on campus in labs or the library, but they can access files that you upload to [http://frc.instructure.com](http://frc.instructure.com) from anywhere they have Internet access.

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

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

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

Call the Assistant Dean of Instruction, at Ext. 361, for further information.
Classroom Technology
Almost all classrooms have a smart podium (a podium with a computer built into it, with Internet access and the ability to project the screen using a video projector mounted on the ceiling). You can display your computer desktop, programs such as PowerPoint, and CD/DVDs played on your computer. Most rooms also have Blue Ray, DVD and VHS players, and an audio amplifier with stereo speakers.

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

EMAIL ACCOUNTS

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

COMPUTER USAGE

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

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

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

EMERGENCY/ACCIDENTS

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

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

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

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

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

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

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

Student Accidents/Injury (Student in Student Role):

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

♦ Immediately, student and college instructor/official must complete and file the Accident/Injury Report form and Student Insurance Claim forms. Make sure the forms are complete, accurate, and detailed. Student athletes insurance claim forms go to athletics. All other forms go to Human Resources.

Submit the completed forms to the Human Resources Office as soon as possible after the incident has occurred. Student Insurance Claim forms are available at the Human Resources Office or from an Evening Administrator.
The College provides students with limited secondary accident insurance coverage in the event of an injury occurring in the course of a college class or activity. All such accidents should be reported immediately to the Athletics’ Office or the Human Resources Office. **It is the student’s responsibility to file any insurance claims with their primary carrier, then with the secondary accident insurance.** Claim forms, and general information are available at the Office of Human Resources.

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

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

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

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

**FACULTY ABSENCE FROM CLASS**

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

**Full-time Faculty:** are allowed 7 Personal Necessity days per year (3 of which can be Privacy Days).
**Associate Faculty:** are allowed 2/3 of accumulated sick time

**FACULTY PARKING**

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

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

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

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

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

LOAN OF DISTRICT EQUIPMENT

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

Loan of instructional equipment to students may be made only upon the prior written authorization of the Chief Instructional Officer and filing an “Equipment on Loan” receipt in the Instruction Office. A security deposit may be required at the discretion of the Chief Instructional Officer. Instructors that have instructional equipment that is loaned to students on a semester basis (i.e. cameras, binoculars, lab equipment) please see Virginia Jaquez, in the Instruction Office, to process the appropriate form. She will also assist with follow-up on the return of equipment. Students that have filed an “Equipment on Loan” receipt with the Instruction Office will have their FRC transcripts placed on hold until all equipment has been returned in the same condition as when received from the District. Use of District equipment for personal use is prohibited.

MAILBOXES

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

EXEMPTION FROM TRANSIENT OCCUPANCY TAX:

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

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

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

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

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

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

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

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

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

Fill out form completely and including the following:

- Name, Departure/return info
- Location/reason for trip
- Budget code/cost estimate
- Note: If you are taking a college vehicle for your trip, you will be charged for the mileage from your budget travel codes. Please estimate the cost of the motor pool charges by multiplying the mileage by charges set by Maintenance as noted below and enter on “Maximum estimated cost of trip” section. See Attachment C for list of miles to commonly used destinations.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Green Honda</td>
<td>-.60¢</td>
</tr>
<tr>
<td>Gold Honda</td>
<td>-.72¢</td>
</tr>
<tr>
<td>Bus 218/245(Blue/White)</td>
<td>2.10¢</td>
</tr>
<tr>
<td>Vans</td>
<td>-.80¢</td>
</tr>
<tr>
<td>Other Service Vehicle</td>
<td>-.80¢</td>
</tr>
</tbody>
</table>

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

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

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

Please go to this link for the most current Purchasing process:
https://www.frc.edu/businessservices/purchasing

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

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

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

EXPENSE REPORT
- Meal Per-Diem
  - Breakfast - $7.00 (Travel must begin before 7AM)
  - Lunch - $10.00 (Travel must begin prior to Noon)
  - Dinner - $17.00 (Travel must begin prior to 6PM)
- Hotel receipt must itemize charges (room charge, tax, fees). A room folio with a zero balance showing is an acceptable receipt. Please ask for one when checking out.

*If you have a problem or if in doubt, call the Purchasing Agent, Tamara Cline, at ext. 231*
Course/Instructional & Material Fees Request
(See AP 5031 for details)
Course ID:     Course Name:     Date:

**Required Course/Instructional & Material Fees** must meet certain conditions, per Student Fee Handbook, issued by the Chancellor’s Office, October 2012: "**Required instructional and other materials**" are defined as materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course.

**General Guidelines for Course/Instructional & Material Fee Pricing:**
When the college/district is the only source of instructional, health or safety materials, the materials will be provided less expensive to students than can generally be obtained elsewhere AND the materials provided to will be priced at or below the college’s/district’s actual cost.

Additionally, the college/district can require specific materials when there is a health or safety* concern related to an instructional program or course. Specific brands and item type may be required by proprietary equipment for the safe operation of the equipment.

**Justification for the Course/Instructional & Material Fees:**

<table>
<thead>
<tr>
<th>All the following conditions must be met in order for material fees to be required.</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Will the material fee provide the student with personal property that is owned and controlled by the student?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Does the material relate to required objectives of the course?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) Does the material have continuing value outside the classroom?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4) Is the amount of material consistent with the amount students need to meet the objectives of the course?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>All the following conditions must be met in order for incidental expenses to be required.</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Will the course fee provide the student with access to class events or activities that are integral to student learning?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Does the course fee to the student reflect actual cost for participation?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) Does the student have the option of paying course fees/incidental expenses on their own?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Items marked Health or Safety do not necessarily need to satisfy items 1 through 4 above, rather where Health or Safety concerns are cited, explanations are also provided. (See Back for Check List)

### REQUIRED Course Materials/Fees:

<table>
<thead>
<tr>
<th>Personal Property, Lodging, Incidental Expenses</th>
<th>Quantity:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Provide description of items)</td>
<td>Unit Cost:</td>
</tr>
<tr>
<td></td>
<td>Item Total:</td>
</tr>
<tr>
<td></td>
<td>(Quantity X Retail Price)</td>
</tr>
</tbody>
</table>

| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| TOTAL: |  |  |

New Course: □ Yes □ No       Fee Revision: □ Yes □ No       Fee Revision Date: (Semester/Year)

Fee Change from: $ to $       Fee Change Effective: (Semester/Year)

Division Chair: ________________________________ Date:

Lead Faculty: ________________________________ Date:

CIO: ________________________________ Date:

Return form to: Lisa Noia, Class Scheduler, Office of Instruction. For questions, please call 530-283-0202, Ext. 214.
**Course/Instructional & Material Fee Request Form Instructions:**

**General Guidelines for Course/Instructional & Material Fee Pricing:**
When the college/district is the only source of instructional materials, such as class handouts, course syllabi, and other tangible materials the material must be provided to students at a cost less expensive than can generally be obtained elsewhere. Additionally, the materials provided to should be priced at or below the college’s/district’s actual cost.

1. Describe and itemize each course material fee.
2. Indicated whether the item(s) is/are required because of health or safety concerns.
3. Note the quantity the student will receive throughout the term of the course.
4. Approximate the retail unit cost.
5. Compute the estimate cost of each item.
6. Total the estimate cost of each item to derive the **Total Course/Instructional Material Fee**.
   - Round **Total Course/Instructional Material Fee** downward to the nearest whole dollar or $.50 amount.

---

**EXAMPLE: Filled out form**

<table>
<thead>
<tr>
<th>Course ID: ART 280</th>
<th>Course Name: Ceramics</th>
<th>Date: Fall 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REQUIRED Course Materials/Fees:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Property, Lodging, Incidental Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Provide description of items)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Number</td>
<td>Used</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>1. Clay</td>
<td>N</td>
<td>100 lb.</td>
</tr>
<tr>
<td>2. Admission to Art Museum at UNR</td>
<td>N</td>
<td>1</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
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<tr>
<td>6.</td>
<td></td>
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<tr>
<td>7.</td>
<td></td>
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<tr>
<td>8.</td>
<td></td>
<td></td>
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<tr>
<td>9.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**HEALTH and SAFETY Concerns:**
The college/district can require specific materials when there is a **health or safety** concern related to an instructional program or course. Specific brands and item type may be required by proprietary equipment for the safe operation of the equipment. Partial list of Health or Safety related concerns requiring a mandatory course fee.

**Health or Safety Cited Concerns/Issues (Check all that apply)**
- Bodily harm to Self and/or Others
- Contamination of Self and/or Others
- Dangerous or Hazardous By-product
- Medical or Legal Mandate i.e., sterile syringes, Band-Aids
- Protection of Student Produced Work
- Spoilage of Materials or Student Produced Work
- Material Altered by Student Use Rendered Potentially Harmful
- Other ________________________________
The following is the **Fall 2022** timeline. Modifications need to be emailed to the Division Chairs (first) for each course including course notes, cross-listed sections, days and times, dates of course, etcetera.

Faculty who DO NOT schedule and meet with Lisa Noia by the September 20th deadline WILL NOT receive special treatment regarding the scheduling of their classes. They will receive what is left over. There will be **No Exceptions**.

If you have any questions, feel free to contact Lisa Noia at Ext. 214.

<table>
<thead>
<tr>
<th>DATE</th>
<th>SPRING 2021 DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 20, 2021</td>
<td>All Fall 2022 Schedule inputs to Class Scheduling &amp; Informational Specialist (CSIS) from Division Chairs.</td>
</tr>
<tr>
<td></td>
<td>▪ All inputs must be approved by the division chairs.</td>
</tr>
<tr>
<td></td>
<td>▪ Each individual lead faculty member needs to contact CSIS directly to schedule a time to meet and make ALL modifications to their areas courses.</td>
</tr>
<tr>
<td></td>
<td>Faculty should prepare all requested class information prior to meeting with CSIS. Necessary information includes:</td>
</tr>
<tr>
<td></td>
<td>▪ Course Subject (MATH 110)</td>
</tr>
<tr>
<td></td>
<td>▪ Course Classroom (SCI 104)</td>
</tr>
<tr>
<td></td>
<td>▪ Course Times (8:00-9:30am)</td>
</tr>
<tr>
<td></td>
<td>▪ Course Maximum Enrollments (40)</td>
</tr>
<tr>
<td></td>
<td>▪ Course Dates (August 22 – December 16th)</td>
</tr>
<tr>
<td></td>
<td>▪ Any course fees that are necessary for the course (Note: course fees must be justified in order to meet audit requirements, please consult the CIO or CSIS for details.)</td>
</tr>
<tr>
<td></td>
<td>▪ Any course notes that should be applied to the courses online description.</td>
</tr>
<tr>
<td></td>
<td>▪ Any justification for classroom need, only needed for classrooms with specific class requests</td>
</tr>
<tr>
<td></td>
<td>▪ Cross listed courses</td>
</tr>
<tr>
<td>October 22, 2021</td>
<td>CSIS will provide each Division Chair with a draft copy of the <strong>Fall 2022</strong> schedule. Division Chairs are strongly recommended to have all faculty members in the division overlook the schedule to allow for maximum input.</td>
</tr>
<tr>
<td>November 19, 2021</td>
<td>CSIS / Dean of Instruction will hold a meeting with each the Division Chair to review <strong>Fall 2022</strong> Schedule for accuracy.</td>
</tr>
<tr>
<td>December 3, 2021</td>
<td>CSIS will provide each Division Chair revised draft copy of the <strong>Fall 2022</strong> schedule.</td>
</tr>
<tr>
<td>December 10, 2021</td>
<td>Division Chairs will provide final <strong>Fall 2022</strong> modifications, changes or corrections to CSIS.</td>
</tr>
</tbody>
</table>
FEATHER RIVER COLLEGE
TRAVEL REQUEST FORM

All travel request forms should be submitted at least fifteen days in advance of travel date.

Name ____________________________ Departing Date ___________ Departing Hour ______

Returning Date: ___________ Returning Hour ______

Request permission to travel to: _________________________________________________________

The purpose of the travel is: _____________________________________________________________

The budget code to be charged ______________________ Maximum estimated cost of trip: $ ________

Notice: If travel time creates compensatory time off a Personnel Action (Form B) must also be approved.

List all driver(s) ____________________________________________________________

*Number of Passengers: _________ Name(s) of passengers: _____________________________

(List attach if necessary)

NOTICE: District Policy 7.1.10 requires that all students sign a Student Travel Form .

Only STUDENTS or EMPLOYEES of the District may ride as passengers in district vehicles. Policy 7.2.05

☐ AIR
☐ PERSONAL VEHICLE
☐ COLLEGE VEHICLE
☐ RENTAL VEHICLE (See language on reverse side)

LIST VEHICLE(s) REQUESTED: ______________________________________________________

INSTRUCTORS

List Class Days/Hours to be Missed ______________________________________________________

Substitutes: ☐ None Needed ☐ Substitute Arranged Name of Substitute: ______________________

Submitted by: ___________________________ Date: ___________________________

I certify that I have a current driver’s license and insurance as required by District Policy 7.1.12:

Driver(s) signature, license number and telephone number:

Signature __________________________________________ License No. __________________________

Telephone off campus ________________________________________________________________

______________________________________________________________

Budget Authority ___________________________ Supervisor ____________________________

Staff Travel Policy on Reverse Side
# Feather River College Travel Expense Report

<table>
<thead>
<tr>
<th>Date</th>
<th>Employee Name</th>
<th>Banner ID #</th>
<th>Purpose of Travel</th>
<th>City, State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

**Travel Date**

<table>
<thead>
<tr>
<th>Departure Time</th>
<th>Return Date</th>
<th>Return Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Travel Advance Amount**

<table>
<thead>
<tr>
<th>Date issued</th>
<th>Check #</th>
<th>Mileage Rate</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>0.545</td>
</tr>
</tbody>
</table>

**Budget Code To Be Charged:**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Budget Code To Be Charged:</th>
<th>Amount</th>
<th>Budget Code To Be Charged:</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Date**

<table>
<thead>
<tr>
<th>Description of Expense</th>
<th>*Airfare</th>
<th>*Lodging</th>
<th>*Ground Transport (Gas, Rental Car, Taxi)</th>
<th>Meals</th>
<th>Student Meals</th>
<th>*Conference Fee</th>
<th>*Misc.</th>
<th>Miles (Personal Car Only)</th>
<th>Mileage Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Expenses:** $0.00 $0.00

*All expenses need original receipts except Meals and Mileage. Tips are not reimbursable

**Less Cash Advance:** $0.00

**Total Reimbursement:** $0.00

If Total Expenses are less than Advance amount, remit balance to the Business Office.

**Employee Signature**

<table>
<thead>
<tr>
<th>Date</th>
<th>Supervisor Signature</th>
<th>Date</th>
<th>Budget Authority Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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57
## ATTACHMENT C

### Mileage

<table>
<thead>
<tr>
<th>Location</th>
<th>Mileage</th>
<th>Location</th>
<th>Mileage</th>
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<tbody>
<tr>
<td>Almanor</td>
<td>38</td>
<td>Redding via Chester</td>
<td>43</td>
</tr>
<tr>
<td>Alturas</td>
<td>358</td>
<td>Redding via Chico</td>
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<tr>
<td>Bakersfield</td>
<td>420</td>
<td>Reno</td>
<td>80</td>
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<tr>
<td>Beckwourth</td>
<td>41</td>
<td>Rocklin</td>
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<td>41</td>
<td>Sierraville</td>
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<td>Bucks Lake</td>
<td>19</td>
<td>Sacramento via Marysville</td>
<td>159</td>
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<tr>
<td>Canyondam</td>
<td>32</td>
<td>San Diego via Marysville</td>
<td>661</td>
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<tr>
<td>Caribou</td>
<td>38</td>
<td>San Francisco via Marysville</td>
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<td>Chester</td>
<td>48</td>
<td>San Jose</td>
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<td>Chico</td>
<td>85</td>
<td>San Luis Obispo</td>
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<td>Santa Barbara</td>
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<td>17</td>
<td>Seneca</td>
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<td>Sloat</td>
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<td>372</td>
<td>Stockton</td>
<td>193</td>
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<td>Storrie</td>
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<td>Ukiah</td>
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<td>Ventura</td>
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<td>Vinton</td>
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<td>Willows</td>
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<td>Modesto</td>
<td>220</td>
<td>Yosemite via Marysville</td>
<td>339</td>
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<tr>
<td>Monterey</td>
<td>331</td>
<td>Yreka</td>
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<tr>
<td>Oakland via Marysville</td>
<td>221</td>
<td>Yuba City</td>
<td>105</td>
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<tr>
<td>Oroville</td>
<td>78</td>
<td>Y to Greenville</td>
<td>12</td>
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<td>Palm Spring</td>
<td>646</td>
<td>Y to Injun Jim</td>
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<tr>
<td>Paradise</td>
<td>68</td>
<td>Greenville to Chester</td>
<td>27</td>
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<td>Paxton</td>
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<td>Chester to Westwood</td>
<td>5</td>
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<tr>
<td>Portola</td>
<td>35</td>
<td>Loyalton to Portola</td>
<td>22</td>
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<td>Prattville</td>
<td>39</td>
<td></td>
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<tr>
<td>Red Bluff via Chester</td>
<td>112</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red Bluff via Chico</td>
<td>115</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix A
Mr. William E. Elliott  
Trustee, Area II  
P.O. Box 1971  
Quincy, CA 95971  
Residence: (530) 283-1478  
Cell: (530) 249-0283  
email: bill.elliott@digitalpath.net

Mr. Guy McNett, President  
Trustee, Area IV  
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Residence: (530) 284-6526  
email: mcbat@gotsky.com

Mr. John Sheehan,  
Trustee, Area III  
P.O. Box 142  
Quincy, CA 95971  
Residence: (530) 283-2816  
Cell: (530) 953-9124  
email: johnjo@psln.com

Dr. Kimberly Kaznowski  
Trustee, Area I  
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Cell: 530-616-0520  
email: drkimkaz@gmail.com

Dr. Dana S. Ware, Vice-President  
Trustee, Area V  
P.O. Box 1000  
Chester, CA 96020  
Cell: (530) 258-2933  
Work: (530) 258-4116  
email: dswmd@senecahospital.com

Student Trustee  
Morgan Avrit  
P.O. Box 251  
Orland, CA 95963  
Cell: 530-519-5473  
email: mkavrit@frc.edu

Superintendent/President  
Dr. Kevin Trutna  
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Yuba City, CA 95993  
Residence:  
Cell: (530) 682-5208  
email: ktrutna@frc.edu

Cynthia Hall  
Executive Assistant  
Office of the President  
570 Golden Eagle Ave.  
Quincy, CA 95971  
Business: 283-0202, ext. 233  
Cell: (858)-263-8105  
email: chall@frc.edu

Revised July 2021
# 2021-2022 BOARD OF DIRECTORS - FEATHER RIVER COLLEGE FOUNDATION, INC.

**Kris Miravalle**  
**President/Member BMC**  
P.O. Box 1171  
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kmiravalle@gmail.com

**Russell Reid**  
**Vice-President**  
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Quincy, CA 95971  
530-283-1147 (residence)  
530-283-0202 ext. 260  
rreid@frc.edu

**Bill Elliott**  
**Treasurer/Finance**  
**Committee Chair/Member BMC/  
FRC Board of Trustee**  
**Representative**  
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Quincy, CA 95971  
530-283-1478 (residence)  
bill.elliott@digitalpath.net

**Nancy Gambell**  
**Secretary**  
P.O. Box 3743  
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530-927-7473 (cell)  
nancygf@comcast.net

**Marie Anderson**  
**Vice-President**  
**Membership Committee**  
P.O. Box 1550  
Quincy, CA 95971  
530-836-4541 (residence)  
530-832-4405 x 1207 (business)  
marie.anderson@plumasbank.com

**Bob Edwards**  
**Vice President**  
**Business Management Comm.**  
P.O. Box 1076  
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530-283-1728 (residence)  
bobedwards702@sbcglobal.net

**Lisa Kelly**  
**Vice-President**  
**Fundraising Committee**  
2201 Shooting Star Lane  
Quincy, CA 95971  
530-283-3956 (residence)  
530-283-9900 (business)  
lisakelly61@gmail.com

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**At Large/Member BMC**  
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530-283-3739 (business)  
sheehanjohnjo@gmail.com

**Jacque Blanton**  
**At Large**  
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jblanton@pcbhservices.com

**Beth Reid**  
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elizabethbethjones@gmail.com  
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Feather River College  
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ktrutna@frc.edu

**Aaron Lohn**  
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530-249-3684  
Aaronojhn@edwardjones.com

**Chris Shea**  
110 Kelsey Lane  
Quincy, CA 95971  
530-927-9331  
chrisshea@bgshub.com
Appendix B
# FEATHER RIVER COLLEGE 2021-2022 ACADEMIC CALENDAR

## SUMMER SEMESTER 2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 22</td>
<td>S</td>
<td>Summer 2021 session begins</td>
</tr>
<tr>
<td>June and July</td>
<td>M-R</td>
<td>June and July, campus is open Monday-Thursday and closed on Friday</td>
</tr>
<tr>
<td>July 5</td>
<td>M</td>
<td>HOLIDAY – 4th of July - CAMPUS CLOSED</td>
</tr>
<tr>
<td>Aug 22</td>
<td>U</td>
<td>Summer 2021 semester ends</td>
</tr>
<tr>
<td>Aug 23</td>
<td>M</td>
<td>All grades due by 4:00 p.m.</td>
</tr>
</tbody>
</table>

## FALL SEMESTER 2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 16, 17, 19</td>
<td>MTR</td>
<td>FACULTY STRUCTURED FLEX DAYS</td>
</tr>
<tr>
<td>Aug 18</td>
<td>W</td>
<td>Institutional Day</td>
</tr>
<tr>
<td>Aug 20</td>
<td>F</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>Aug 23</td>
<td>M</td>
<td>Fall 2021 Day/Evening Instruction Begins/First 9 week classes begin</td>
</tr>
<tr>
<td>Aug 27</td>
<td>F</td>
<td>Last day to enroll in first 9-week classes and drop first 9-week classes with 100% refund</td>
</tr>
<tr>
<td>Sept 1</td>
<td>W</td>
<td>Last day to drop first 9-week classes without a &quot;W&quot;</td>
</tr>
<tr>
<td>Sept 2</td>
<td>R</td>
<td>CENSUS for first 9-week classes</td>
</tr>
<tr>
<td>Sept 3</td>
<td>F</td>
<td>Last day to enroll/add full-term classes and drop full-term classes with 100% refund</td>
</tr>
<tr>
<td>Sept 3</td>
<td>F</td>
<td>Graduation petition due for Fall 2021 graduates</td>
</tr>
<tr>
<td>Sept 5</td>
<td>U</td>
<td>Last day to drop full-term classes without a &quot;W&quot;</td>
</tr>
<tr>
<td>Sept 6</td>
<td>M</td>
<td>HOLIDAY – Labor Day – CAMPUS CLOSED</td>
</tr>
<tr>
<td>Sept 7</td>
<td>T</td>
<td>CENSUS for full-term classes</td>
</tr>
<tr>
<td>Sept 24</td>
<td>F</td>
<td>Last day to drop first 9-week classes with a “W”</td>
</tr>
<tr>
<td>Oct 12</td>
<td>T</td>
<td>FACULTY STRUCTURED FLEX DAY</td>
</tr>
<tr>
<td>Oct 22</td>
<td>F</td>
<td>First 9-week classes end</td>
</tr>
<tr>
<td>Oct 25</td>
<td>M</td>
<td>Second 8-week classes begin</td>
</tr>
<tr>
<td>Oct 25, 26, 27</td>
<td>MTW</td>
<td>Spring 2022 priority registration for Homeless/VETS/EOPS/DSPS/Foster Youth/CalWorks/CARE</td>
</tr>
<tr>
<td>Oct 28, 29, 30</td>
<td>RFS</td>
<td>Spring 2022 priority registration for TRIO</td>
</tr>
<tr>
<td>Oct 29</td>
<td>F</td>
<td>Last day to enroll in second 8-week classes and drop second 8-week classes with 100% refund</td>
</tr>
<tr>
<td>Oct 31</td>
<td>U</td>
<td>Spring 2022 registration for fully matriculated new and continuing students begins</td>
</tr>
<tr>
<td>Nov 1</td>
<td>M</td>
<td>Students planning to graduate Spring 2022 need to meet with their advisor to review petitions to graduate as they are due January 28, 2022</td>
</tr>
<tr>
<td>Nov 2</td>
<td>T</td>
<td>Last day to drop second 8-week classes without a &quot;W&quot;</td>
</tr>
<tr>
<td>Nov 3</td>
<td>W</td>
<td>CENSUS for second 8-week classes</td>
</tr>
<tr>
<td>Nov 11</td>
<td>R</td>
<td>HOLIDAY – Veterans Day – CAMPUS CLOSED</td>
</tr>
<tr>
<td>Nov 15</td>
<td>M</td>
<td>Spring 2022 registration for non-matriculated new and continuing students begins</td>
</tr>
<tr>
<td>Nov 19</td>
<td>F</td>
<td>Last day to drop full-term classes with a &quot;W&quot;</td>
</tr>
<tr>
<td>Nov 24</td>
<td>W</td>
<td>Last day to drop second 8-week classes with a &quot;W&quot;</td>
</tr>
<tr>
<td>Nov 24</td>
<td>W</td>
<td>MINIMUM DAY FOR INSTRUCTION. CLASSES WILL BE HELD UNTIL 1:00 P.M.</td>
</tr>
<tr>
<td>Nov 25-26</td>
<td>RF</td>
<td>HOLIDAY – Thanksgiving – CAMPUS CLOSED</td>
</tr>
<tr>
<td>Dec 13 - 17</td>
<td>M-F</td>
<td>Final Examinations (Friday is a make-up day)</td>
</tr>
<tr>
<td>Dec 17</td>
<td>F</td>
<td>Fall 2021 semester ends/Second 8 weeks ends/Finals make-up day</td>
</tr>
<tr>
<td>Dec 20</td>
<td>M</td>
<td>All grades due by 4:00 p.m.</td>
</tr>
<tr>
<td>Dec 23-Jan 1</td>
<td>R-S</td>
<td>HOLIDAY RECESS – CAMPUS CLOSED</td>
</tr>
</tbody>
</table>

2021-2022 Financial aid disbursement and enrollment revision dates will be provided on the FRC Financial Aid website and with the 2021-2022 award letters.
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 6, 10-12</td>
<td>R</td>
<td>FACULTY STRUCTURED FLEX DAYS</td>
</tr>
<tr>
<td>Jan 13</td>
<td>R</td>
<td>Institutional Day</td>
</tr>
<tr>
<td>Jan 14</td>
<td>F</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>Jan 17</td>
<td>M</td>
<td>HOLIDAY – Martin Luther King Jr. – CAMPUS CLOSED</td>
</tr>
<tr>
<td>Jan 18</td>
<td>T</td>
<td>Spring 2022 Day/Evening Instruction Begins/First 9 week classes begin</td>
</tr>
<tr>
<td>Jan 21</td>
<td>F</td>
<td>Last day to enroll in first 9-week classes and drop first 9-week classes with 100% refund</td>
</tr>
<tr>
<td>Jan 26</td>
<td>W</td>
<td>Last day to drop first 9-week classes without a &quot;W&quot;</td>
</tr>
<tr>
<td>Jan 27</td>
<td>R</td>
<td>CENSUS for first 9-week classes</td>
</tr>
<tr>
<td>Jan 28</td>
<td>F</td>
<td>Last day to enroll/add full-term classes and drop full-term classes with 100% refund</td>
</tr>
<tr>
<td>Jan 28</td>
<td>F</td>
<td>Graduation petitions due for Spring 2022 graduates</td>
</tr>
<tr>
<td>Jan 30</td>
<td>U</td>
<td>Last day to drop full-term classes without a &quot;W&quot;</td>
</tr>
<tr>
<td>Jan 31</td>
<td>M</td>
<td>CENSUS for full-term classes</td>
</tr>
<tr>
<td>Feb 11</td>
<td>F</td>
<td>HOLIDAY – President’s Day – CAMPUS CLOSED</td>
</tr>
<tr>
<td>Feb 18</td>
<td>F</td>
<td>Last day to drop first 9-week classes with a “W”</td>
</tr>
<tr>
<td>Feb 21</td>
<td>M</td>
<td>HOLIDAY – Washington’s Birthday – CAMPUS CLOSED</td>
</tr>
<tr>
<td>Feb 25</td>
<td>F</td>
<td>Last day to change grading option between grade or Pass/No Pass for full term classes.</td>
</tr>
<tr>
<td>March 18</td>
<td>F</td>
<td>First 9-week classes end</td>
</tr>
<tr>
<td>March 21</td>
<td>M</td>
<td>Second 8-week classes begin</td>
</tr>
<tr>
<td>March 22</td>
<td>T</td>
<td>FACULTY STRUCTURED FLEX DAY</td>
</tr>
<tr>
<td>March 25</td>
<td>F</td>
<td>Last day to enroll in second 8-week classes and drop second 9-week classes with 100% refund</td>
</tr>
<tr>
<td>March 28</td>
<td>M</td>
<td>Summer 2022 registration begins</td>
</tr>
<tr>
<td>March 28,30</td>
<td>MTW</td>
<td>Fall 2022 priority registration for Homeless/VETS/EOPS/DSPS/Foster Youth/CalWorks/CARE</td>
</tr>
<tr>
<td>March 29</td>
<td>T</td>
<td>Last day to drop second 8-week classes without a &quot;W&quot;</td>
</tr>
<tr>
<td>March 30</td>
<td>W</td>
<td>CENSUS for second 8-week classes</td>
</tr>
<tr>
<td>Mar 31, Apr 1,2</td>
<td>RFS</td>
<td>Fall 2022 priority registration for TRIO</td>
</tr>
<tr>
<td>April 3</td>
<td>U</td>
<td>Fall 2022 registration for fully matriculated new and continuing students begins</td>
</tr>
<tr>
<td>April 4</td>
<td>M</td>
<td>Students planning to graduate Fall 2022 need to meet with their advisor to review petitions to graduate as they are due August 28, 2022</td>
</tr>
<tr>
<td>April 11-15</td>
<td>M-F</td>
<td>SPRING BREAK – NO CLASSES HELD</td>
</tr>
<tr>
<td>April 18</td>
<td>M</td>
<td>Fall 2022 registration for non-matriculated new and continuing students begins</td>
</tr>
<tr>
<td>April 22</td>
<td>F</td>
<td>DAY IN THE MOUNTAINS</td>
</tr>
<tr>
<td>April 29</td>
<td>F</td>
<td>DAY IN THE MOUNTAINS</td>
</tr>
<tr>
<td>April 22</td>
<td>F</td>
<td>Last day to drop full-term classes with a &quot;W&quot;</td>
</tr>
<tr>
<td>April 29</td>
<td>F</td>
<td>Last day to drop second 8-week classes with a &quot;W&quot;</td>
</tr>
<tr>
<td>May 16-20</td>
<td>M-F</td>
<td>Final Examinations (Friday is a make-up day)</td>
</tr>
<tr>
<td>May 20</td>
<td>F</td>
<td>Spring 2022 semester ends/Second 9 weeks ends/Finals make-up day</td>
</tr>
<tr>
<td>May 20</td>
<td>F</td>
<td>Commencement</td>
</tr>
<tr>
<td>May 23</td>
<td>T</td>
<td>Grades due by 4:00 p.m.</td>
</tr>
<tr>
<td>May 30</td>
<td>M</td>
<td>HOLIDAY – Memorial Day – CAMPUS CLOSED</td>
</tr>
</tbody>
</table>

2021-2022 Financial aid disbursement and enrollment revision dates will be provided on the FRC Financial Aid website and with the 2021-2022 award letters.
Fall 2021 and Spring 2022 calendars are posted on FRC website: 
https://www.frc.edu/instruction/faculty-resources 
or
contact Administrative Assistant in Office of Instruction
Appendix C
FEATHER RIVER COLLEGE
FIRST AID KIT AND BLOOD AND
BODILY FLUID CLEAN UP KIT LOCATIONS

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

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

ADVISING & COUNSELING CENTER
Reception desk.
Amanda West responsible (sm. kit #40)

CHEMISTRY LAB
Located at the back of the classroom
Emily Caudill responsible (sm. Kit #15)

CHILD DEVELOPMENT CENTER
Large wall kit located in CDC Office
Judy Callister responsible
Sm. kit #9 located in other building

STUDENT SERVICES
Located in Financial Aid area
Alyia Pilgrim responsible (sm. kit #6)

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

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

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

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

MAINTENANCE BUILDING
Large industrial kit # 7
Nick Boyd responsible

ROOM 403
Small kits #26 & #27
Used for fire classes.

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

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

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

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

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

SNACK BAR
Located in manager’s office (sm. kit #13)
Sean Conry responsible

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

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

Persons named as “responsible” are only report if
items need to be replaced in the kits.
Please report to Nick Boyd at Ext. 259/210, for refills.
### MONTH | FULL-TIME FACULTY EVALUATION PROCESS DEADLINES
--- | ---
**August** | The Chief Instructional Officer (CIO) or her/his designee shall notify each faculty member who is subject to evaluation no later than **August 31, 2021**.

In consultation with the Division Chairs, the CIO will establish peer evaluation committees. The peers within each committee will select a committee chair. If an issue arises in which a committee chair objects to her/his assignment, the CIO will work with the member’s Division Chairs to select an appropriate alternate.

**October/November** | Between the 9th and 10th week (**October 17 – 30, 2021**) of classes, the faculty member being evaluated will receive the student evaluation packet in her/his mailbox. The evaluatee will appoint a student to distribute the forms in class and inform students of the importance of their evaluations by asking them to be open, honest, and constructive with their comments. Once the forms have been completed, they are to be returned in the sealed envelope to the Office of Instruction mailbox/office by the student. ISP student evaluations will take place via correspondence and Distance Ed evaluations will take place via Survey Monkey; a link will be emailed to the appropriate faculty member in order for it to be sent to the students. Student evaluations will be completed by the end of the 10th week of classes (**October 30, 2021**). The instructor will not review the evaluations until after grades have been posted.

Candidate furnishes committee members with written self-evaluation materials appropriate for evaluation by the last working day in October (**October 31, 2021**) and submits them to the Office of Instruction.

Evaluation Committees meet and establish work schedules to go over provided materials.

Peer visitations will be conducted between the 9th and 13th week (**October 17 – November 20, 2021**) of the semester.

**November** | The Peer Committee Chair will compile a summary report from the peer evaluations and will ensure that the committee meets with candidate by the end of November to discuss their findings at which time each panel committee member and the evaluatee will sign the summary peer evaluation form. After review of the peer and student evaluations, the Peer Committee Chair ensures that the peer and panel evaluation forms are submitted to the Office of Instruction by the end of **November 30, 2021**.

**December** | CIO meets with candidate for the administrative evaluation. To be completed by **December 17, 2021**, during FINALS WEEK.
By January 31

The Tenure Review Committee meets with the candidate who will receive copies of the panel evaluation, the administrative evaluation, and the student evaluation. Areas in need of improvement shall be clearly identified and suggestions made as to possible resources available to aid in such improvement.

February 1-15

The faculty member may respond to the evaluations within ten (10) working days.

February 15

If necessary, the Tenure Review Committee may reconvene to review faculty response to their evaluation. If necessary, the Tenure Review Committee will approve a remediation plan to ensure faculty improvement.

March 1

The CIO will make the recommendation of the Tenure Review Committee to the Academic Senate which in turn makes its recommendation to the Superintendent/President who submits her/his recommendation to the Board of Trustees. If the President does not make the same recommendation as the committee’s to the Board of Trustees, s/he will explain in writing her/his reasons why to the Academic Senate President and to the Tenure Review Committee before making her/his recommendation to the Board of Trustees.

March 15

The Board of Trustees gives written notice of its decision to the employee by registered or certified mail to the most recent address on file with the Personnel Office.
August  The Chief Instructional Office (CIO) or his/her designee shall notify each associate faculty member who is subject to evaluation no later than August 31, 2021.

October  Candidate submits written self-evaluation materials (soft copy via email) to the Office of Instruction by October 31, 2021.

A peer evaluation will be conducted by a faculty member from the teaching field of the evaluatee selected by the designee (Division Chair) with the approval of the CIO. In cases where a faculty member in the teaching field is not available, a faculty member from a related field will be appointed. Associate faculty performing peer evaluations will be compensated $50 per evaluation.

The peer evaluation report shall consider the faculty member's performance in meeting the responsibilities of his/her position. The peer evaluator will personally contact the associate faculty member prior to the evaluation. The peer evaluator will make at least one classroom visitation to evaluate classroom performance. This visitation will be scheduled so as not to coincide with the administrative evaluation.

At his/her option, the CIO (or his/her designee) may make a classroom visitation and evaluate the classroom performance of the associate faculty member as well as acceptance of professional responsibilities as outlined in D.2. of Article 6. This classroom visitation will be scheduled so as not to coincide with the peer evaluation (October 17 – 30, 2021).

For in-person classes, the associate faculty member being evaluated will appoint a student to coordinate the student evaluation process. Please inform students of the importance of their evaluations by asking them to be open, honest, and constructive with their comments. The instructor will not review the evaluations until after grades have been posted. Blank student evaluation forms will be placed in the associate faculty member’s mailbox (October 17 – 30, 2021). The associate faculty member will bring the evaluations to the class and will then have the appointed student administer the evaluation by distributing the forms to class members, collecting the completed forms, then sealing the forms in an envelope and returning them to the Office of Instruction. The associate faculty member will leave the room at the time of student evaluations. ISP student evaluations will take place via correspondence and Distance Ed evaluations will take place via Survey Monkey; a link will be emailed to the appropriate faculty member in order for it to be sent to the students. Student evaluations are to be completed by October 31, 2021.
<table>
<thead>
<tr>
<th>Month</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td>A written report of the findings will be prepared by the peer evaluator and delivered to the CIO within 2 weeks of the completion of peer evaluation activities and within the first 67% of the term (typically twelve weeks for a full-semester course – <em>(Due November 13, 2021)</em>.</td>
</tr>
<tr>
<td>November/December</td>
<td>Using information gathered throughout the process, the CIO (or his/her designee) shall prepare a written summary and meet with the evaluee two weeks before finals. <em>(November 22 – December 10, 2021)</em>. The associate faculty member shall acknowledge through signature that he/she has reviewed a copy of the evaluation. The associate faculty member may attach a written statement of exception to any or all specific portions of the final evaluation.</td>
</tr>
</tbody>
</table>
Appendix D
How to Login to your Faculty Portal

1. To access your Faculty Portal, go to the FRC homepage, [www.frc.edu](http://www.frc.edu), click “MyFRC”.

2. Enter your “User ID” 900xxxxxx and “PIN” and click “Login”. If you forgot your “PIN”, click the “Forgot PIN?” button and the system will ask you your security question and reset your “PIN” to your six-digit date-of-birth (mmddyy). Follow the instructions to continue.

3. Click the “Faculty” tab or the “Faculty and Advisors” link.
4. Click the “Term Selection”.

5. Click the drop down box and select the appropriate semester. Outdoor EDUC 107 click “Spring 2014” and EDUC 108 click “Summer 2014”. Click “Submit”.

6. Select “Final Grades”.

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

8. Click the “Submit” button to post grades and positive attendance hours.

9. Return to “Step 3” for additional courses.
COURSE LEVEL STUDENT LEARNING OUTCOMES REPORTING

==========================================

Step-by-Step Instructions

The new electronic reporting system follows the logic of the paper-based reports used before 2017. It was set up in SurveyMonkey, it is meant to be completed as a survey, sometimes answering multiple-choice questions, and other times entering long narratives. The ‘survey’ consists of three pages, plus a fourth for Subsequent Reviews – but nobody will have to deal with more than three pages at a time. (Those submitting Initial Review – or ‘First SLO Assessment Report’ - will work with 3 pages, while those submitting Subsequent Review will work with two.)

1. The first important step to take is to prepare your reporting session: have all pertinent information handy, and longer answers can be copy-and-pasted into SurveyMonkey.

2. Access the reporting form at: https://www.surveymonkey.com/r/SLO_Reports.

3. The first page (“Introduction”) asks about the basics only: which course is being reviewed and who is submitting, and whether you are going to submit an Initial Review or a Subsequent Review. Depending on answer to Q6, respondents are taken to different pages. Those who choose “First SLO Assessment Report” continue with the individual SLO pages; those who choose “Subsequent Review,” continue with the “Subsequent Review” page.

The "Course subject" drop-down menu contains all subject abbreviations like 'ANTH', 'ORL', 'SOC', plus an option of 'Cross-listed'. In case of a cross-listed course, and only in the case of this, you are invited to enter the course subjects manually in the dialog box under the drop-down menu.
4. The second page is one page, indeed, but it repeats as many times as many SLOs your course has. The title of these pages is, accordingly, SLO 1, SLO 2, SLO 3, up to SLO 17 (currently – if needed, more can be added!). At the bottom of all SLO pages, you are asked whether you want to enter more SLOs. When the answer is ‘Yes’, a new (higher number) SLO page is opened. When the answer is ‘No’, the respondent is taken to the third page. The open-ended answer textboxes are set to accommodate unlimited number of characters, though only 500 may be visible at the same time.

*SLO ASSESSMENT REPORTS*

**SLO 1**

**7. The first Student Learning Outcome (SLO) for this course is:**

*This is the first SLO page.*

**8. Which assessment methods do you use to measure achievement level of the first SLO of this course?**

- [ ] Class attendance and participation
- [ ] Writing assignments (such as analytical papers, critiques, essays, field notes, lab reports, poetry, individual or group research papers, written homework)
- [ ] Problem solving (such as case studies, clinical evaluations, treatment plans, computational homework, homework problems, individual or group projects graded on problem solving, solutions to design problems)
- [ ] Skill demonstrations (such as class performances, speech and/or acting, music playing, artwork portfolio, designs, film or video, a meal, skill tests, laboratory assignments, participation in clinics, procedures and projects graded on skill, internships graded on behavior)
- [ ] Other methods (such as attendance at field trips, workshops, recitals, plays, formal collection or compilation of materials, oral reports, class presentations not graded on skill demonstration)
- [ ] Objective examinations (normal written testing, exams, quizzes, final exams)

*Other (please specify)*

**9. Which campus-wide SLOs are supported by this course SLO?**

(If needed, please look up the definition of the campus-wide SLOs in the Catalog, or see at http://www.ftc.edu/instruction/SLOAC-infocfm.)

- [ ] Effective communication
- [ ] Critical thinking
- [ ] Scientific & IT skills
- [ ] Ethical sense
- [ ] Purposefulness
- [ ] Cooperation
- [ ] Citizen responsibility
The questions are believed to be simple and unambiguous, yet there are a few issues to pay attention to.

The Campus-Wide SLOs are referred to with a summary label, and you may have to have their list handy when working on this Report (http://www.frc.edu/instruction/SLOAC-Info.cfm or look them up in the Catalog). You will also need the list of the program-level SLOs in order to answer the next question (which in the example shows up as question #10).

The expectations can be explained numerically, though less precise formulations are also acceptable. E.g., “I expected 75% of the students to identify and explain critical events and developments in the American West”; "My expectation was that the majority of students who completed the course would score 70% or higher on their homework”; "All students will demonstrate an understanding of some of the fundamental skills which allow the turn to occur (e.g. posture, hand position, etc.)".

At question #13, the demographic groups of interest are the traditionally disadvantaged (underserved and/or vulnerable) groups. Thus, comparisons along gender, ethnicity/race, disabilities, and economic situation are invited. Yet if in your class some other feature (e.g. age, athletic involvement, or coming from a Plumas county high school) makes a striking difference, please include a reference to it for
informing others about this possibility.

At question #14, you may use the categories listed in the summary (here question #144), such as revisions to assignments; changes to methods of assessments; revisions to lectures, format or methodology; update course content; change in textbook; and change in pre- or co-requisites. But more concrete solutions (e.g., I will assign more group work tasks, reorganize the sequence of chapters 3 through 7, include an assignment on Black scientists) are also welcome.

5. In case of a First Assessment Report, you will see the below concluding page.

---

**Initial review final comments and conclusions**

* 142. Overall, my methods to evaluate SLOs were

- based on graded student performance in the course
- based on additional, targeted student input: pre-course and/or post-course knowledge test, quiz; post-course survey asking students to rate their competence (knowledge or skill)
- based on targeted observation of certain type of behavior
- based on external feedback (such as license exams)

Other (please specify)

* 143. Based on the assessment findings of this course:

- I will not be making any changes to this course.
- I will be making some revisions prior to the next offering.

144. I will be making the following revisions prior to the next offering:

- Revisions to SLOs in Course Outline of Record
- Revisions to assignments for one or more SLO
- Changes to methods of assessment
- Revisions to lectures, format or methodology
- Update course content
- Change in textbook
- Change in prerequisites

Other (please specify)
6. If you do not wish to revise the previous pages and hit submit, a Thank-you page shows up, telling you that “Thank you for submitting your SLO Report. The individual answer files will be posted to SharePoint. The cumulative results will periodically be analyzed and the findings shared with the FRC community.” – The SurveyMonkey system sends out alerts when a new submission is done. Someone in charge – currently the institutional researcher – collects the submissions, and posts them to SharePoint.

7. (Which is the new 4.) Those who choose the “Subsequent Review” option on the first page will see a different second page than those who work on an Initial Review. They do not have to account for the individual SLOs, but for the changes they made since the last Report, and for the changes they plan to make in the future. (Please see the screenshot of the questions on the next page.) Finally, the Thank-you page is the same as in the case of the “First SLO Assessment Report” and the ensuing procedure is the same: the Subsequent Reviews will also be posted to SharePoint.
8. **147. Have you made any significant change to the course since the last SLO Report on it?**

- Yes, I implemented the changes I outlined in the initial (or previous) review.
- I implemented some changes not outlined in the initial (or previous) review.
- Only minor changes have been made to the course since the initial (or previous) review.

**148. How would you describe the success of the last offerings of this course? Were the changes worth it? Please elaborate.**

If you want to support your arguments with tables and charts, you may email a file to akoos@frc.edu and it will be posted to the Sharepoint near the file with the narrative.

**149. In summary, would you say that**

- Overall course retention rates have improved
- Overall course completion rates have improved
- There was an improvement with regard to one or more specific SLOs
- Change was uneven (e.g., retention improved, completion went down)
- No change towards better has occurred

Other (please specify)

**150. Based on the assessment findings of this course:**

- I will not be making any changes to this course.
- I will be making some revisions prior to the next offering.

**151. I will be making the following revisions prior to the next offering:**

- Revisions to SLOs in Course Outline of Record
- Revisions to assignments for one or more SLO
- Changes to methods of assessment
- Revisions to lectures, format or methodology
- Update course content
- Change in textbook
- Change in prerequisites

Other (please specify)