

Things I wish I'd known when I was new ...

This is a revised version of some tips I jotted down for a friend of mine when he arrived at Mesa as a new adjunct. I was fairly new here myself and some of this was fresh in my mind. I take full responsibility for the contents. Feel free to ask me questions. Also, please e-mail me any suggestions to improve this!

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office in I3-306

Updated Monday, July 21, 2014

WHO?

CHAIR: Leslie Seiger (619-388-2425) --- office MS 315V lseiger@sdccd.edu

ASSISTANT CHAIR (class scheduling) Anar Brahabhatt (619-388-2273) --- office 315K

DEAN Saied Eidgahy, (619) 388-2795, seidgahy@sdccd.edu

Dean's Secretary, Mary I. Toste (619) 388-2795, mitoste@sdccd.edu

FULL TIME FACULTY

<http://www.sdmesa.edu/students/academic-programs/biology/faculty/>

INSTRUCTIONAL LAB TECHNICIANS

Botany, Zoology, Marine Biology, Natural History	Bacon, Shannon	619-388-2823	sbacon@sdccd.edu
BIOL107 (nonmajors)	Fay, Matt	619-388-2634	mfay@sdccd.edu
Microbiology	Kuebitz, Herman	619-388-2822	hkuebitz@sdccd.edu
BIOL210A & BIOL210B (majors)	Nghiem, Cam	619-388-2591	cngkiem@sdccd.edu
Anatomy	Said, Somia		ssaid@sdccd.edu
Physiology A&P	Volodarskaya, Nataliya	619-388-2844	nvolodar@sdccd.edu

WHERE?

Dean – MS 301

Campus Police – at the base of the new parking structure at the main entrance

Reprographics – K203

Mailroom – K108B

Faculty Work Center – K108A

Stockroom – K202

Faculty Media Room – LRC 4th floor

Faculty webpage – VERY USEFUL LINKS YOU WILL NEED!

<https://faculty.sdccd.edu/index.cfm>

Faculty and Staff Resources: <http://www.sdmesa.edu/about-mesa/facultystaff/>

Schedule: <http://schedule.sdccd.edu/>

FOOD SECRET

adjacent to the cafeteria is a faculty cafeteria, on certain days and nights, the students in the hospitality program prepare restaurant quality meals at well below restaurant costs – recommended!

Password – you will get a faculty ID number and a temporary password that you will need to register for flex, download rosters and submit grades. I don't want to put this in writing, so ask if you don't know how to find your temporary password. Once you change your password, if you forget it, go to admissions and they can reset it.

Parking – free permit available from Campus Security office – dean's office will arrange. If you already have a permit from any San Diego County community college, it will be honored.

Keys – Dept. chair will provide the form you bring to Campus Security for keys and passcodes for alarmed rooms. You may need keys for computers in the "smart" classrooms – contact AV – allow several days! If you have a key, but not a passcode, e-mail the dean for the passcode. **All classrooms in the new Math & Science Building are alarmed! Your alarm code will only work in the rooms you are authorized to enter.**

Building/Room numbers – generally, K202 means building K200, room 202, exceptions include I300 building which is numbered I3-### (ex: I3-312)

Mail – mailboxes are in the K108B and there are separate sections for the dean and techs

Faculty Work Center – with scantrons, PCs and lockers is now located in K108A

Voice-mail – you will automatically receive a voice-mail number (619) 388-xxxx. The Reprographics Center can tell you your number. <http://www.sdmesa.edu/repro/index.html>
(you can check your messages remotely – refer to <http://www.sdmesa.edu/repro/voice-mail.cfm> for instructions)

E-mail – you may request District e-mail address _____@sdccd.edu from the dean's office. You can check your e-mail by internet <https://mail.sdccd.edu/owa/auth/logon.aspx?replaceCurrent=1&url=https%3a%2f%2fmail.sdccd.edu%2fowa%2f>

Supplies – stockroom is in K202 – hours posted – pretty much any standard office supplies, items not carried can be ordered; the department is severely strapped for funds, so please be prudent

Forms – mostly available online, hard copies in reprographics

Scantron reader – in the faculty work center; some others around campus

Computers – there are couple PCs you may use in the faculty work center K108A and several (PC & Mac) and scanners, etc in the faculty media room on the 4th floor of the LRC (library)

Copies – Reprographics – submit on campus K203 or online <http://repro.sdmesa.net/default.aspx>
You can get the copy code from your department chairs.

They request 24 hours advance, but comply with emergencies when possible (**at extra cost!**).
The staff there are most helpful!

For a few copies (roughly less than 50), you may use the copier in MS 315V.

Adjunct Offices – 315____. You will be assigned a shared office with space assigned specifically for you to keep personal and work items. The new M&S building also has many study areas where you can work with larger groups of students. Each desk has a PC that prints to the work room in MS 315V.

Paystubs and other pay related information is on Webadvisor:

<https://webadvisor.sdccd.edu:8443/WAPROD/WAPROD?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=5171906130>

District HR provides your login and password

[Check your pay stubs - payroll screws up – OFTEN!](#)

Contract: www.aftguild.org

INSTRUCTOR ABSENCE

planned:

- get approval from dean in advance for paid absence
- inform chair and request chair to find sub (or indicate whom you have arranged to sub)
- submit absence report form to the dean's office

emergency

- contact the chair and the lab tech for your course
- cc Mary Toste, indicate reason (sick, family member sick, personal necessity – you do **not** need to be specific about the nature of your emergency)
- submit absence report form to the dean's office

FLEX

FOR THE OFFICIAL PERSPECTIVE SEE:

<http://www.sdmesa.edu/instruction/flex/>

MY TAKE: Somebody in Sacramento thinks you finish at 3:30 and go home to watch TV, hence, we have to document that we really do work enough hours in case the District gets audited. Consequently, we take (or give, for double credit) mini courses during the week prior to classes or throughout the semester for “flex credit.” These are largely related to professional development, but sometimes benefit the school, focus on self-improvement/wellness, or even advance higher education in other, “creative” ways, such as by playing golf.

The alternative to completing your flex obligation is a pay deduction – really!

A tip: you can sign up for flex credit for things like writing or revising your syllabus and you can also apply for independent project credit for doing something not on the list of preapproved activities. Independent projects require prior approval and sometimes the language is key to getting approval (indicate how it benefits instruction).

Completing your flex obligation is actually not as onerous as it seems as there are plenty of ways to document what you do anyway for flex credit.

Go to the Instructional Improvement (Flex) website and log on to see how many hours you are required to log (your contract), to register for sessions, etc. **If you fail to register by the day of the session, it is still possible to obtain credit, but it is a hassle.**

<https://faculty.sdccd.edu/facflex/facflexview.cfm>

TEACHING (bureaucracy):

Attendance – must record attendance for the first 2 weeks (1 week in summer) and submit the rosters by the deadline – submit online

Add codes – use the wait list to prioritize allowing students to add (if you choose to give them – they are given out at the instructor’s discretion). The administration will not back you up if you choose *not* to use the waitlist and a student complains. Keep in mind that your class size must comply with fire code and lab setups and supplies are usually for a class of 24. Lecture instructors who do not teach the lab should confer with the lab instructor(s) about adding students. Bottom line: feel free to add a couple, but count seats first. **No more than 26 students per lab section.**

syllabus – must follow required format (2 items attached) also, feel free to use as much/little of mine as you wish – **must send an electronic copy to chair and dean’s secretary**

- Syllabus Outline Master.pdf
- Important Information for Syllabi.pdf

field trips – are optional if outside of class time, forms and paperwork are necessary and must be filed with the dean 2 weeks in advance of the activity, students responsible for all costs but many places give student discounts if arranged in advance (see info on faculty-staff webpage for some ideas and info for field trips and filing paperwork)

course outlines – these are the official descriptions of the courses. You are encouraged to look at the course outline before teaching, especially for those teaching large survey courses.

Go to the curricunet website and search for the course you are teaching, then click on the “Co” icon to download the course outline of record.



<http://www.sdccdcurricu.net/SDCCD2/search/course/>

students requesting copies of syllabi for transfer credit etc need a COURSE OUTLINE OF RECORD: <http://www.sdccdcurricu.net/SDCCD2/search/course/>

rosters – you will receive official rosters, tutoring referral codes, add codes, wait lists before the first day of classes. Everything is online.

<https://faculty.sdccd.edu/index.cfm>

reporting grades – must be reported online (see link above)

Blackboard access: <http://www.sdccdonline.net/faculty/index.htm>

[Course Request Form](#)