

Faculty Quick Reference

Yuba
College

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Emergency Procedures

YUBA COLLEGE

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

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

After Regular Office Hours (Monday – Thursday from 6:00 pm to 9:00 pm)

- Evening Supervisor – (530) 741-8714
- Campus Police Cell Phone – (530) 870-1158
- Dial 911. Indicate location and nature of the emergency.

OUTREACH OPERATION - BEALE A.F.B.

- Notify Base Education Office personnel of location and nature of the emergency.
- Contact Yuba College at Beale (530) 788-0973, and file report.

CLEAR LAKE CAMPUS

- Phone appropriate emergency agency -- Dial 911 -- report the location and nature of the emergency.
 - In case of fire at the Clear Lake Campus, break fire alarm.
- Contact Clear Lake Campus, (707) 995-7900, and file report.

SUTTER CENTER

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

EMERGENCY MESSAGING SYSTEM

In an effort to communicate during times of emergencies, YCCD is providing a multi-platform solution using a product called [Regroup](#). As a default, all students will be automatically enrolled to receive email emergency notifications from every site at which they take classes. Students enrolled in on-line sections will be enrolled at the site from which the section originates. As a default, all staff and faculty will be automatically enrolled to receive email emergency notifications from every site. Faculty, staff, and students may login to Regroup and follow the [instructions](#) to update their preferred method of contact or modify their site list.

Syllabi

Copies of each course syllabus must be on file with the division office. You must submit copies of your syllabi to your division secretary prior to the first day of class. Your syllabus should include the following:

- Course Title & Number
- Semester and Year
- Instructor Name, Office, Phone Number, and Email
- Office Hours and Location
- Course Description
 - **Approved Description:** Use the course description as stated in the most recent college catalog and as found in the active Course Outline of Record.
- Course SLOs
- Attendance Policy
 - **Notification:** According to AP 4500, “Instructors are required to notify their students of their attendance regulations.” The instructor has the right to drop any student with excessive absences; however, the number of those absences must be clearly established in the instructor’s syllabus. Most student complaints arise from failing to specify the number of absences allowed.
 - **Suggested Text:** Except in instances of prior authorization for a college-sponsored event, any student who is absent more than two times will be dropped from this class. Absence is defined as missing more than half of a class period.
 - **Authorized Absences:** According to AP 4500, “Students attending authorized activities representing the college at athletic events, competitions, or performances, will be granted an authorized absence by academic employees in all classes missed and permission to make up all work. For tests, quizzes, assignments, in-class activities, and information missed, a student will be given the opportunity to take or complete a similar test or assignment within a reasonable time period. The academic employee in charge of the trip must request participating students to personally notify each of their instructors in advance that they will be absent and to reach agreement on the makeup procedure with the instructor.”
- Cheating and Plagiarism Policy
- Grading Policy, Percentages and/or Points
 - **Attendance and Grades:** Per Title 5, section 55002.a.2.A, “attendance” cannot be used to assign part or all of a grade. Students must be assessed on their ability to demonstrate proficiency in meeting the course objectives. Attendance is not part of a course subject matter or a discipline-specific skill and therefore may not be separately assessed as part of the course curriculum. However, because class participation is one of the ways in which students demonstrate their proficiency with class material, and students who have not attended class have therefore not participated, instructors may include “attendance and participation” or “participation” as a factor in determining a course grade. This aspect of the grading criteria cannot be

used to override all others, but it can be factored into a grade.

- Required and Recommended Textbooks and Materials
- Day and Time of the Final Exam, in accordance with the Final Exam Schedule as posted on the Yuba College website.
- DSPS Accommodations
 - **Suggested Text:** Students with disabilities who believe they may need accommodations in this class are encouraged to contact Disabled Students Programs and Services (DSPS) at (530) 741-6795, as soon as possible to better ensure such accommodations are implemented in a timely fashion. Some of the support services offered are academic assessment, counseling, course studies, adaptive computer technology lab, note taking, and testing accommodations.
- Weekly Topics and Assignments

SLOs

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

How to Access Program and Course SLOs

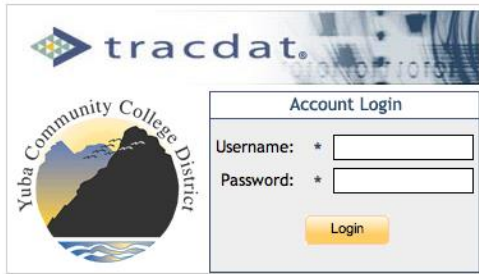
1. Go to Yuba College Portal by clicking on the link from the Yuba College home page.
2. Click on the TracDat link under "Portal Links" on the right side of the page.

The screenshot shows the Yuba CCD portal Faculty page. At the top, there is a navigation bar with links for Yuba CCD portal, Student Resources, Faculty/Staff Information, Academics, Campus Life, Faculty, Staff, Student, District, and Feedback. Below the navigation bar, the page is divided into several sections:

- Left Column:** Contains logos for WebAdvisor (Yuba Community College District), Canvas online learning, Office 365 (with Email + icons for Word, Excel, PowerPoint, and OneDrive), and two OneDrive logos (personal and YCCD).
- Center Column:** Features a "My Announcements" section with two announcements:
 - Questions about Flex or submitting Flex?** (11/12/2014 4:18 PM) by Kristina Page. It includes contact information for Flex Coordinator Katie Boyes (kboyes@yccd.edu, 530-741-8946) and lists drop-in help times: Monday, 11/17 and 12/1: 3:00-5:00 p.m.; Thursday, 11/20: Noon-1:00 p.m.; Friday, 12/5: 11:00-12:00 p.m.
 - Turkey Drive at Yuba College, November 19!** (11/12/2014 9:41 AM) by Teresa Aronson. It includes the text: "Turkey Drive in the Yuba College Quad November 19, 2014 from 12 - 3 p.m."
- Right Column:** Contains a "My Team Sites" section with links for Class, Organization, and Other. Below that is a "Portal Links" section with a table of links for General and YC categories. The "TracDat" link is circled in red and has a red arrow pointing to it.

General	YC
Academic Calendar	Flex
Colleague - UI Web	Grade Change
Compressed Calendar	Incomplete Grade
CurricUNet	Planning & Research
Curricunet Help Site	SLO
Resources and How To	Student Learning Outcomes Resources
Flex Agreement Login	How To
Manage your Flex Agreement here.	Add a Calendar Event
Positive Attendance Tracking	Instruction on entering events on the web calendar
Print Shop Requests	
OneDrive Personal Account	
TracDat	
Student Self-Service	
Access the Student Self-Service application.	
WCC	
Flex	
Grade Change	

3. You will be taken to the TracDat login screen:

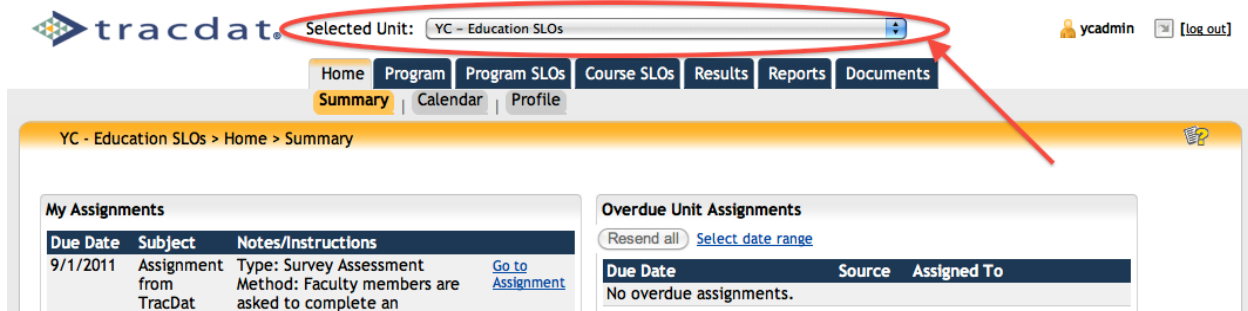


Use the following login:

- **Username:** lower case first letter of first name and first seven letters of last name
- **Password:** Either first four letters of your last name (first letter capitalized) and the last four digits of your social security, or changeme.

If you forgot your password, or have not received it, contact the IT Help Desk at helpdesk@yccd.edu.

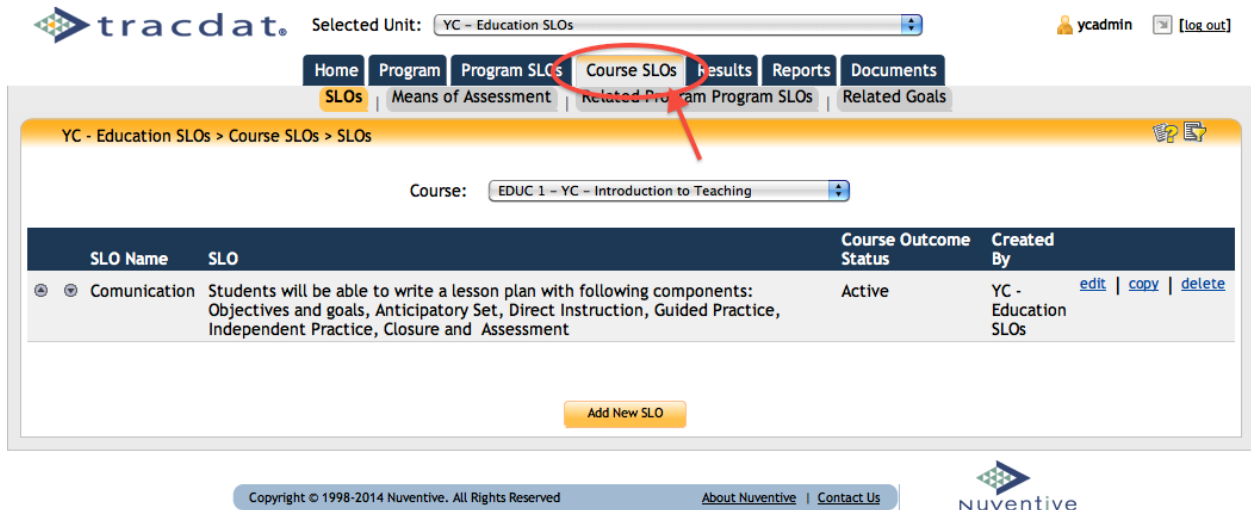
4. Click drop down menu next to “Selected Unit.”



5. Select “YC – [Your Program Name] SLO’s.” (The example above shows “YC - Education SLOs” as being selected.) Program SLOs and Course SLOs are two of the tabs that are available.

How to Add New Course SLOs

1. Click “Course SLOs” blue tab.

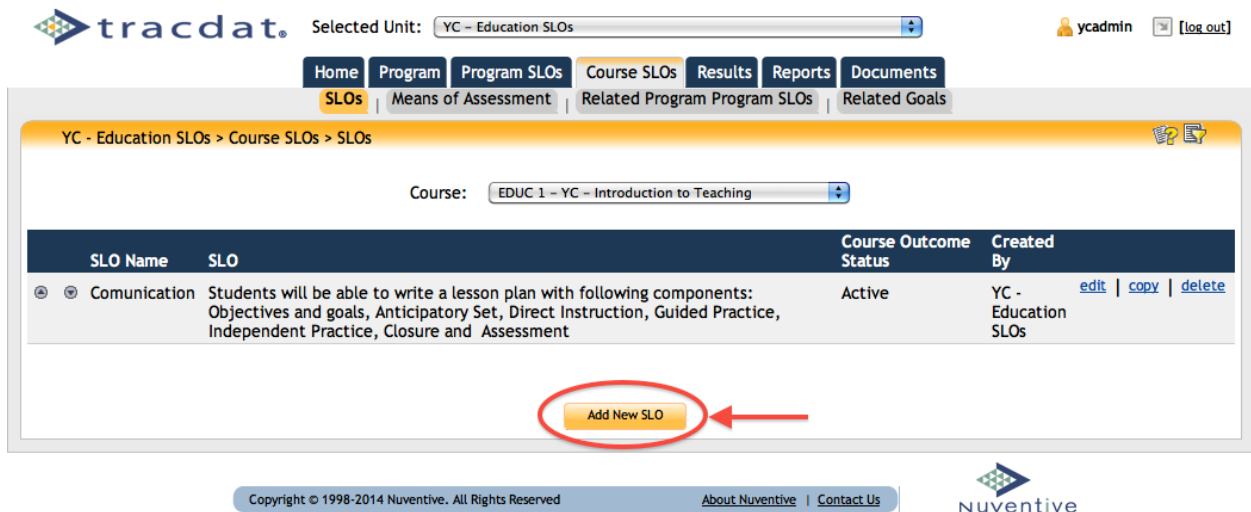


The screenshot shows the Tracdat web application interface. At the top left is the Tracdat logo. To its right is a dropdown menu for 'Selected Unit' with 'YC - Education SLOs' selected. Further right is a user profile icon for 'ycadmin' and a '[log out]' link. Below this is a navigation bar with tabs: 'Home', 'Program', 'Program SLOs', 'Course SLOs', 'Results', 'Reports', and 'Documents'. The 'Course SLOs' tab is highlighted in blue and circled in red. Below the navigation bar is a breadcrumb trail: 'YC - Education SLOs > Course SLOs > SLOs'. A 'Course:' dropdown menu shows 'EDUC 1 - YC - Introduction to Teaching'. Below this is a table with the following data:

SLO Name	SLO	Course Outcome Status	Created By
Communication	Students will be able to write a lesson plan with following components: Objectives and goals, Anticipatory Set, Direct Instruction, Guided Practice, Independent Practice, Closure and Assessment	Active	YC - Education SLOs

At the bottom of the table area is a golden button labeled 'Add New SLO'. At the very bottom of the page is a footer with copyright information: 'Copyright © 1998-2014 Nuventive. All Rights Reserved', links for 'About Nuventive' and 'Contact Us', and the Nuventive logo.

2. Click the “Add NEW SLO” golden button at the bottom of the screen.



This screenshot is identical to the one above, but with a red circle around the 'Add New SLO' button at the bottom of the table area. A red arrow points to the button from the right. The rest of the interface, including the navigation tabs and table content, remains the same.

3. Enter SLO Name, SLO, and Course Outcome Status (Active). Then click the “Save Changes” golden button at the bottom of the screen. See screen shot on next page.

tracdat. Selected Unit: YC – Education SLOs ycadmin [log out]

Home Program Program SLOs Course SLOs Results Reports Documents

SLOs Means of Assessment Related Program Program SLOs Related Goals

YC - Education SLOs > Course SLOs > SLOs > Add New SLO

Course: Introduction to Teaching

SLO Name: * Sample SLO Name ?

* Students will be able to...

SLO:

Assessment Cycles: 2010-2011, 2011-2012, 2012-2013, 2013-2014, 2014-2015

Course Outcome Status: Active

Start Date: [calendar icon]

Inactive Date: [calendar icon]

Save Changes Discard Changes Return

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- Click the “Means of Assessment” grey tab. Then click the “Add New Assessment Method” golden button at the bottom of the screen.

tracdat. Selected Unit: YC – Education SLOs ycadmin [log out]

Home Program Program SLOs Course SLOs Results Reports Documents

SLOs Means of Assessment Related Program Program SLOs Related Goals

YC - Education SLOs > Course SLOs > Means of Assessment

Course: EDUC 1 – YC – Introduction to Teaching

SLO Name: Sample SLO Name

Created By: YC - Education SLOs

SLO: Students will be able to...

Date Added	Type	Assessment Method	Criterion for Success	Active?
No Assessment Methods defined.				

Add New Assessment Method Return To SLO

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5. Select the type of assessment from the pull down menu. Fill in the “Assessment Method” and “Criterion for Success” fields. You may also fill in the “Schedule” field if relevant to your assessment method. Then click the “Save Changes” golden button at the bottom of the screen.

tracdat. Selected Unit: YC - Education SLOs yadmin [log out]

Home Program Program SLOs Course SLOs Results Reports Documents

SLOs Means of Assessment Related Program Program SLOs Related Goals

YC - Education SLOs > Course SLOs > Means of Assessment > Add Assessment Method

Course: Introduction to Teaching

SLO Name: Sample SLO Name

SLO: Students will be able to...

Type: Portfolio Review *Select type from pull-down menu.*

* Assessment Method goes here....

Assessment Method:

Criterion or Criteria go here....

Criterion for Success:

Schedule or timeline for the assessment method goes here....

Schedule:

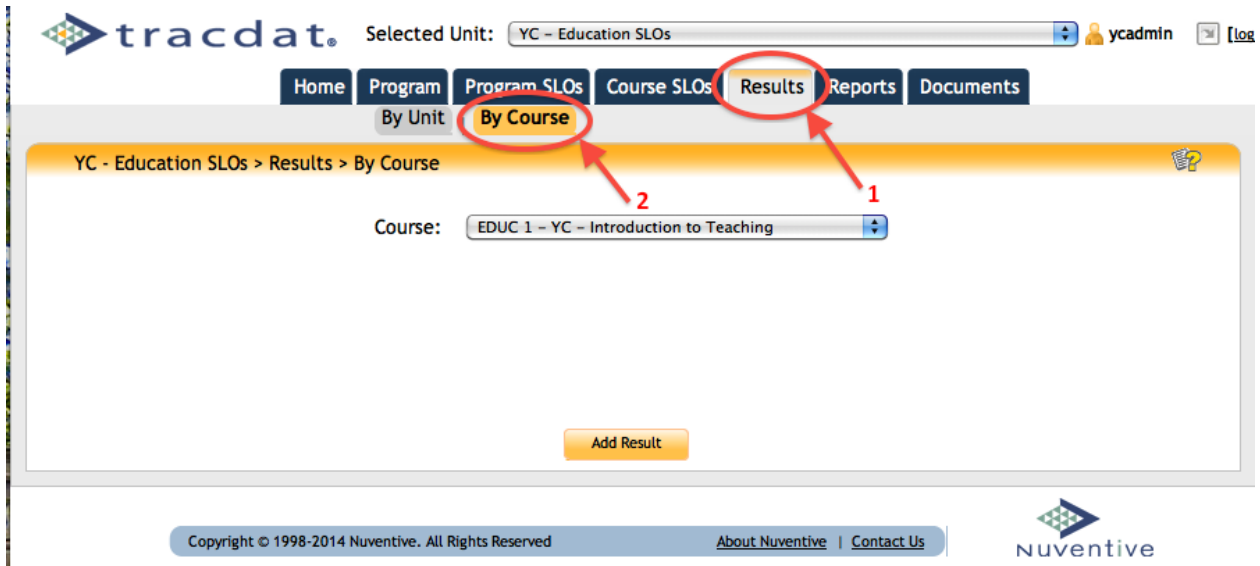
Active:

Save Changes Discard Changes Relate Document Assign

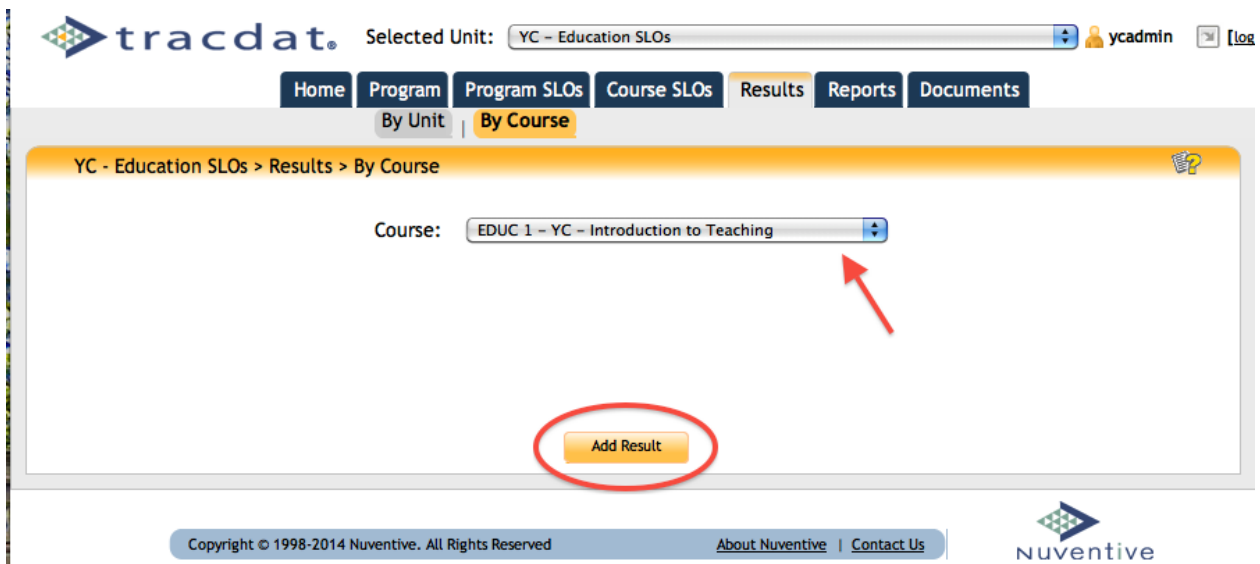
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How to Record Course SLO Results

1. Click the “Results” blue tab. Then click the “By Course” grey tab.



2. Click drop down menu to choose the specific course. Then click the “Add Result” golden button at the bottom of the screen.



3. Click “Select” for the SLO you are entering results for. See screen shot on next page.

tracdat Selected Unit: YC - Education SLOs ycadmin [log]

Home Program Program SLOs Course SLOs Results Reports Documents

By Unit | By Course

YC - Education SLOs > Results > By Course > Select SLO

Course: EDUC 1 - YC - Introduction to Teaching

SLO Name	SLO	Status
Communication	Students will be able to write a lesson plan with following components: Objectives and goals, Anticipatory Set, Direct Instruction, Guided Practice, Independent Practice, Closure and Assessment	Active select

Return

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- Click "Select" within box (Click "Select" next to the Assessment Method you are using)

YC - Education SLOs > Results > By Course > Select SLO

Course: EDUC 1 - YC - Introduction to Teaching

SLO Name	SLO	Status
Communication	Students will be able to write a lesson plan with following	Active select

Select Assessment Method/Task

Select: Assessment Method

Type	Assessment Method
Written Assignment	A well-written lesson plan. select

If you see the message "No Assessment Methods defined" under "Type," then you have failed to finish all the steps in entering the SLO. See pages 7 through 8 for entering "Means of Assessment."

- Type the results in the "Result" field. Select the "Reporting Year" from the dropdown menu and enter "Number of Students." Select "Result Type" and "Delivery Method" from the dropdown menus. Then click the "Save Changes" golden button at the bottom of the screen. See screen shot on next page.

tracdat Selected Unit: YC - Education SLOs ycadmin [log out]

Home Program Program SLOs Course SLOs Results Reports Documents

By Unit By Course

YC - Education SLOs > Results > Edit Result

SLO: Communication : Students will be able to write a lesson plan with following components: Objectives and goals, Anticipatory Set, Direct Instruction, Guided Practice, Independent Practice, Closure and Assessment

Assessment Method: Written Assignment - A well-written lesson plan.

Criterion for Success: The lesson plan must contain the following components: Objectives, Goals, Anticipatory Set, Direct Instruction, Guided Practice, Independent Practice, Closure, and Assessment. Each component will be scored independently in addition to the complete assignment being scored holistically.

* Results go here...

Result:

Result Date: * 11/13/2014 Result Type: * Meets Expectations

Reporting Year: * 2014-2015

Number of Students: 35

Delivery Method: Face-to-Face/Brick & Mortar

Action Plan Related Documents [add Action](#)

Action Date	Action	Follow-Up
No Actions defined.		

Save Changes Discard Changes Return Change Association Delete Result

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- Click the “Add Action” link under the “Action Plan” tab at the bottom of the page and write any action or next steps.

Result Date: * 11/13/2014 Result Type: * Meets Expectations

Reporting Year: * 2014-2015

Number of Students: 35

Delivery Method: Face-to-Face/Brick & Mortar

Action Plan Related Documents [add Action](#)

Action Date	Action	Follow-Up
No Actions defined.		

Save Changes Discard Changes Return Change Association Delete Result

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- Click the “Save Changes” button again.

8. Click the “Relate Documents” tab at the bottom of the page to attach documents.

The screenshot shows a web form with the following fields and controls:

- Result Date: * 11/13/2014 [calendar icon]
- Result Type: * Meets Expectations [dropdown]
- Reporting Year: * 2014-2015 [dropdown]
- Number of Students: 35 [input field with help icon]
- Delivery Method: Face-to-Face/Brick & Mortar [dropdown with help icon]
- Navigation tabs: Action Plan, **Related Documents** (circled in red)
- Buttons: Save Changes, Discard Changes, Return, Change Association, Delete Result
- Footer: Copyright © 1998-2014 Nuventive. All Rights Reserved | About Nuventive | Contact Us | Nuventive logo

A red arrow points from the top right towards the "Relate Document" link, which is also circled in red.

9. Click the “Save Changes” button again.

10. Click the "Return" golden button at the bottom of the page when you are finished.

For additional help, contact the SLO Coordinator. The Office of the Vice President (530-741-6766) can inform you of the coordinator’s name and contact information.

Census Certification

The Census Date is calculated at the week nearest 20% of the number of weeks in the term if a full term class, and at the class meeting that is nearest 20% of the number of days the course is scheduled to meet if not a full term. Census dates for your classes can be found at the top of your class roster in WebAdvisor.

Class Roster

Course Name and Title	Instructor	Meeting Information	Reg/Avail/Wait
1 ENGL-42-T2303 (2303) Intro to Shakespeare	B. Jukes	01/13/2014-05/21/2014 Television Tv1 Monday, Wednesday 09:00AM - 10:15AM, Yuba College TV, Room TV	11 / 9 / 0

[<--Select a different course section](#) [E-Mail these Students](#)

REGULAR GRADING; CENSUS ACCTG **

Census Date	Drop Date	Withdrawal Date	WSCH	DSCH	Weeks	Course Hrs
02/03/14	01/31/14	04/18/14	3.00	1.50	18	54.00

Student	ID	Access	E-mail Address	Phone Number	Pass Aud	Class	Status	Repeat	Credits	Cross-Listed Section
1 XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX@yccd.edu	XXXXXXXXXX (HOME)		Not Available	Enrolled		3.00	
2 XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX@yccd.edu	XXXXXXXXXX (HOME)		Not Available	Enrolled		3.00	

No census certification date will be listed if your class is a “positive attendance” class. Positive Attendance classes and classes with TBA hours are described below:

- Positive Attendance:** According to [AP 5070](#), “Instructors of Positive Attendance sections must maintain accurate daily records of the presence or absence of each student at each class meeting. (CDAM 424.01.1; SAAM) This applies to Positive Attendance credit classes and all noncredit classes. Along with submitting final grades on WebAdvisor following the last class session, the instructor must compute and report on PATrack the daily account of class attendance records for each Positive Attendance section detailing the calculation of the daily attendance hours reported for each student. Once completed, instructors are required to certify the hours associated with the section to be complete and accurate.”
- TBA Hours:** According to [AP 5070](#), “Instructors of census-based sections with TBA hours (Hours by Arrangement) must ensure that those hours are required of all students as clearly stated in the schedule of classes, on the course syllabus, and on the course outline of record. Accurate daily records of the attendance of each student in TBA hours must be maintained by the instructor and available for audit for three years following the end of the course. The attendance of any student who has attended none of the required TBA hours before the census date cannot be reported for apportionment.”

How to Drop “No-Shows” (Before Census Date)

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

IMPORTANT: The instructor must drop any student he/she considers not "Active" as of 5:00 p.m. Friday immediately preceding the Census Date during each semester or summer session.

Follow these steps to drop a “no show” student before census date:

1. Go to WebAdvisor in The Portal
2. Click WebAdvisor for Faculty
3. Click Faculty Information
4. Click “No Show Drops – Before Census Date”
5. Click Drop-Down menu
6. Select the semester you want
7. Click Submit
8. Click the radial button for the class you want to drop students from
9. Click Submit
10. Select students
11. Click Submit

How to Submit Census Reports

Census needs to be completed ON THE CENSUS DATE, not earlier and not later. “No Show” Drops should be done before the census date, not on same day. Follow these steps to complete your census report:

1. Go to WebAdvisor
2. Click WebAdvisor for Faculty
3. Click Faculty Information
4. Click Census Certification
5. Click Drop-Down menu for the semester you want
6. Click Submit
7. Click the radial button for the class you want to submit census for
8. Click Submit
9. Follow the instructions.

FLEX

Flex is short for Yuba College's flexible calendar program. It gives faculty the opportunity to participate in professional development activities outside of their lecture time while getting paid for their voluntary participation. The number of Flex hours depends on the teaching load of each individual faculty member.

- 1 hour of Flex obligation for each face-to-face 18 lecture hours payable at the lecture rate
- 1 hour of Flex obligation for each face-to-face 18 lab hours payable at the lab rate
- Counselors have Flex obligations only for teaching loads
- The following classes do not accrue any Flex obligations:
 - Online classes
 - Classes scheduled for fewer than 36 hours or less than 8.5 weeks
 - Classes declared exempt because of special circumstances (e.g. EMT, Fire Academy, Work Experience, etc.)
 - Summer Session classes

How to Submit Flex

1. Log-in to WebAdvisor.
 - a. Login: Username = P0012345 (first letter of your last name then 7 digit Instructor ID#)
 - b. Password = Birth date in 6 digit format (January 1, 1990) example = 010190
2. Click on the "Faculty" tab at the right, and then click on "Launch Flex Agreement Application" under the "Faculty Information" heading.

The following links may display confidential information.

Book information is available on the following screens:

- > Search for Sections results screen
- > My Class Schedule

User Account

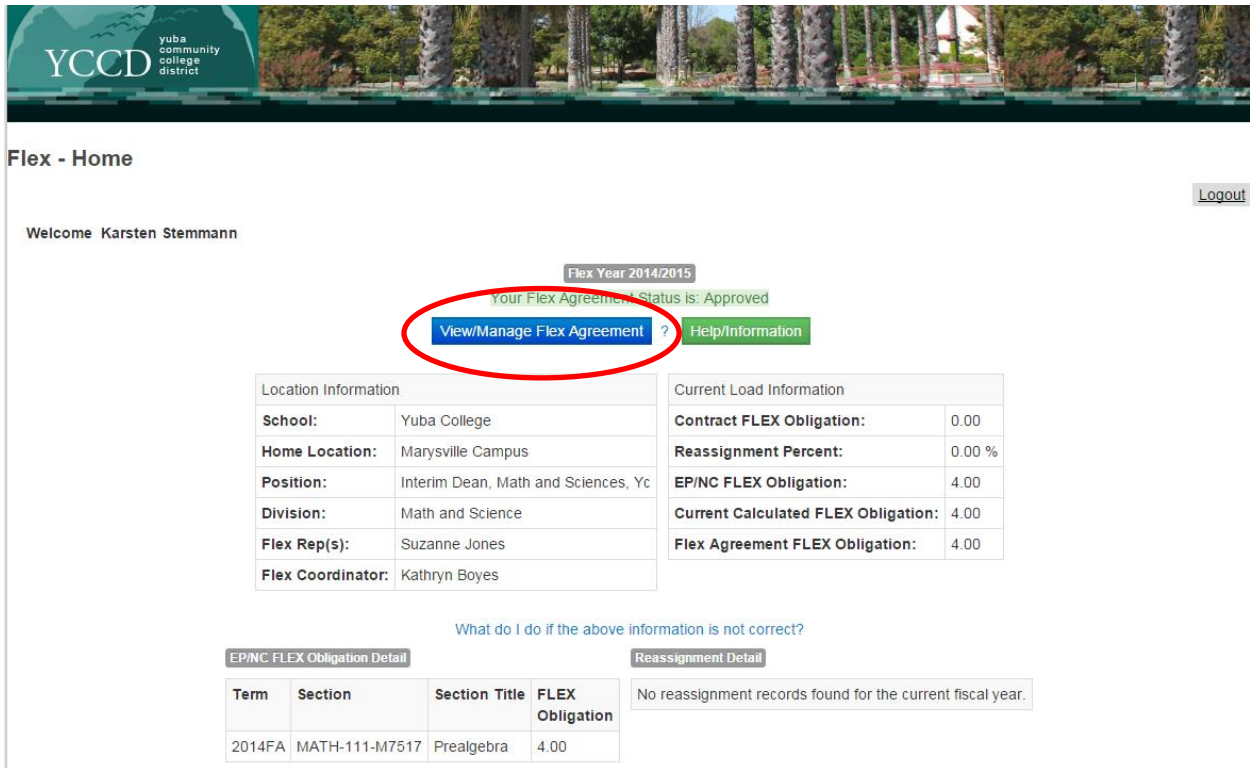
- [What's my User ID?](#)
- [Show my password hint](#)
- [Address Change](#)
- [Order Parking Permit](#)

Faculty Information

- [Class Roster](#)
- [Search for Sections](#)
- [My Class Schedule](#)
- [Final Grading](#)
- [Launch Positive Attendance Tracking Application](#)
- [Launch Flex Agreement Application](#)
- [No Show Drops - Before Census Date](#)
- [Census Certification](#)
- [Drop / Withdraw Students - After Census Date](#)
- [Tutor Recommendation](#)

ntosh Users: This site works best using the Apple Safari browser. It may not render properly under Internet Explorer.

3. You'll be taken to the YCCD FLEX Login Screen. Login is the same as for WebAdvisor.
4. The first time you log in each semester, if a part-time faculty member, or each academic year, if a full-time faculty member, you will need to Create a Flex Agreement:
 - a. Click on the blue "Create/Update Flex Agreement" button.
 - b. Check the small box at the lower left hand side of the page. You are certifying that you will adhere to YCCD's Flex Guidelines. This is your electronic signature.
 - c. Click on "Create Flex Agreement." This is where you are going to list all your proposed Flex activities.
5. Click on the blue View/Manage Flex Agreement button.



YCCD yuba community college district

Flex - Home Logout

Welcome Karsten Stemmann

Flex Year 2014/2015
Your Flex Agreement Status is: Approved

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

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

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

EP/NC FLEX Obligation Detail				Reassignment Detail
Term	Section	Section Title	FLEX Obligation	
2014FA	MATH-111-M7517	Prealgebra	4.00	No reassignment records found for the current fiscal year.

6. Click on the "Proposed Activities" tab. This screen contains no activities after the first login. Later you will see here all proposed activities.

Welcome Karsten Stemann Logout

Screen Navigation: Select Screen

Flex Year 2014/2015
Your Flex Agreement Status is: Approved

View Flex Guidelines

Flex Obligation Proposed Hours Proposed Activities Completed Activities Location Info Notes Help/Information

Proposed Activities: Activities that are proposed for the current fiscal year to fulfill your Flex Obligation. You will need to create enough proposed activities to fulfill your obligation for the current fiscal year.

Create, view, and convert your proposed activities

Proposed activities must be converted to completed activities in order to receive Flex credit and to get paid. Proposed activities should be converted to completed activities after you have completed the actual activity. Proposed activities must have a status of Approved-Available to be eligible for conversion to a completed activity.

How do I get my proposed activities approved?

[How do I convert a Proposed Activity?](#)

Create New Proposed Activity ?

No proposed activity records found for the current fiscal year.

7. Click on the blue “Create New Proposed Activity” button at the bottom.
8. Select the “Select Proposed Activity Type.” Selecting “Flex Workshop College Sponsored” will provide you with a list of all the activities that are/were offered at Yuba College (look for the Y-numbers).

[Flex Home](#) > [Flex Agreement](#) > Proposed Activity

Flex - Proposed Activity

Welcome Karsten Stemann Logout

Screen Navigation: Select Screen

Flex Year 2014/2015
Flex Agreement Status: Approved

Proposed Activity Detail Supporting Documents Notes

Select Proposed Activity Type:

Select Activity Type

- Select Activity Type
- Board Meetings
- Campus Clean Up
- Club Advisor
- College Courses
- Committees, Service On
- Consulting
- Convocation - Adjunct Only
- Course 49
- Curriculum Development, New
- Evaluation of Adjunct Faculty
- Faculty Mentoring
- Faculty Partnerships
- Flex Workshop College Sponsored
- Flex Workshop Organizer
- Flex Workshop Presenter
- Flex Workshop at other CCC Districts
- Full-Time Faculty attend Adjunct Convocation
- Graduation Ceremony - Adjunct Only
- Grant Writing

9. Continue to add Flex workshops/activities.
10. After you have entered all your Flex activities, click on submit proposal. Please note that the number of hours proposed must be at least as high as the Flex obligation.
11. Wait for your proposal to be approved.
12. After your proposed activities have been approved and you have attended them, click on “Edit/Convert Proposed Activity” (to the left of each individual activity on the ‘Proposed Activities’ screen) for final approval. Make sure to include any necessary documentation (Supporting Documents’ tab).

Welcome Karsten Stemmann Logout

Screen Navigation: Select Screen

Flex Year 2014/2015

Your Flex Agreement Status is: Please Submit for Approval

[Submit Flex Agreement for Approval](#) ?

[View Flex Guidelines](#)

Flex Obligation Proposed Hours **Proposed Activities** Completed Activities Location Info Notes Help/Information

Proposed Activities: Activities that you are planning to complete during the year to fulfill your Flex Obligation. You will need to create enough proposed activities to fulfill your Flex Hours obligation.

Proposed activities must be converted to completed activities in order to receive Flex credit and to get paid. Proposed activities should be converted to completed activities after you have completed the actual activity. Proposed activities must have a status of Approved-Available to be eligible for conversion to a completed activity.

How do I get my proposed activities approved?

[How do I convert a Proposed Activity?](#)

[Create New Proposed Activity](#) ?

	Activity Type	Title	Proposed Date	Proposed Hours	Status
Edit/Convert Proposed Activity	Interview Adjuncts	Interviewed Moua Xiong	10/24/2014	1.00	Submit Flex Agreement for Approval

Total Proposed Hours Created: 6.00
Total Proposed Hours Required: 4.00

If you have any questions, please contact your Flex representative. You can find his or her name on the Home screen in the Flex application.

More information about Flex can be found on the Portal. Look for the “Flex” link under the “Portal Links heading. On the Flex Portal site, documents include: [Flex Explained](#), [Flex Reporting Instructions](#), and the Chancellor’s Office [Flex Calendar Guidelines](#).

My Team Sites Academic Calendar

Expand All Collapse All ?

Organization

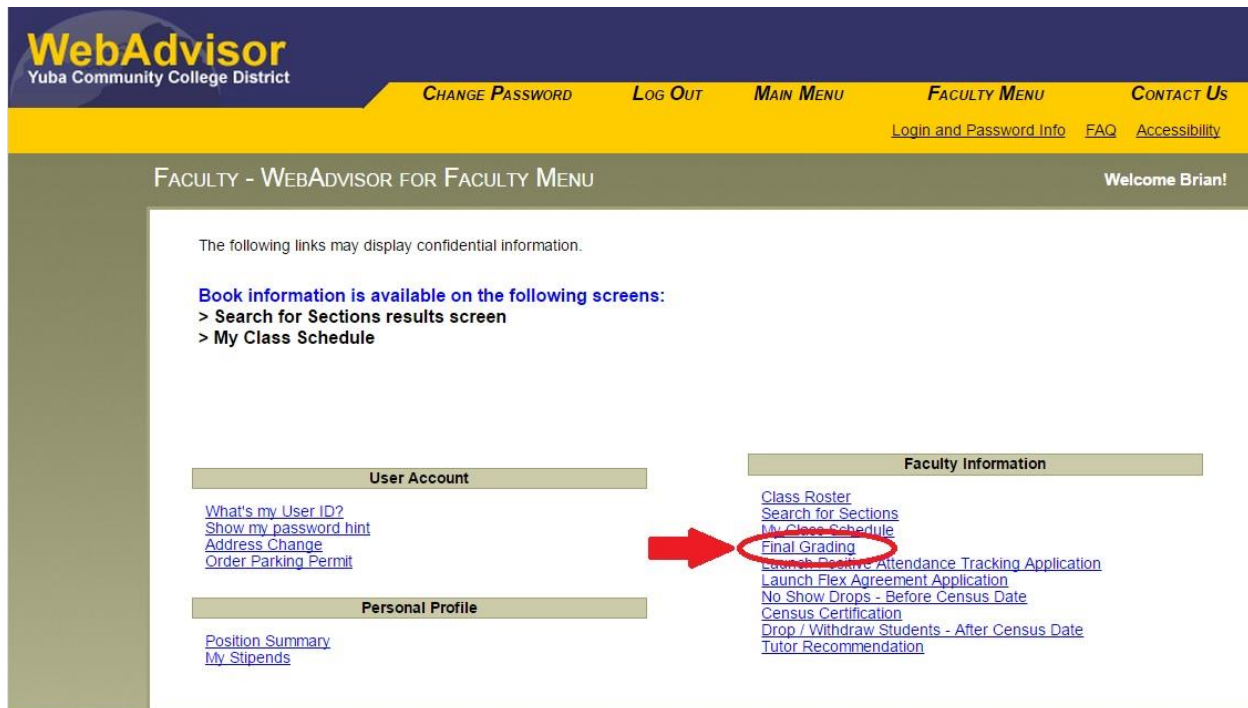
Other

Portal Links

General	YC
Academic Calendar	Flex
Colleague - UI Web	Grade Change
Compressed Calendar	Incomplete Grade
CurricUNet	Planning & Research
Curricunet Help Site	SLO
Resources and How To	Student Learning
	Outcomes Resources

Grades

Final grades are due to the Registrar no later than five (5) days after the last class meeting. Instructors who fail to complete this obligation on time will seriously jeopardize students who need transcripts for transfer, scholarships, graduation, etc. Grade submission is done through WebAdvisor, under “Final Grading.”



Meaning of Grades

A	- Excellent	4	grade points per unit
B	- Good	3	grade points per unit
C	- Satisfactory	2	grade points per unit
D	- Passing, less than satisfactory	1	grade point per unit
F	- Failing	0	grade points per unit
I	- Incomplete	0	grade points per unit

Since "Grade Reports" become available to students almost immediately after being entered, the instructor should proofread carefully to see that the correct grade is posted in WebAdvisor before submitting. For every name that appears on the Grading Roster, you must assign a grade, even if the student stopped attending but did not drop the class or if you failed to drop the student before census.

An "Incomplete" may be awarded only for unforeseeable, emergency and other justifiable reasons at the end of the term. If a student contacts you with this type of situation and you decide to award an Incomplete, you must fill out a form specifying what the student must

do to remove the Incomplete. The “Incomplete Grade” form may be found on the Portal, under “Portal Links.”

Yuba CCD portal > Faculty

WebAdvisor
Yuba Community College District

canvas online learning

Office 365 Email +

OneDrive personal

OneDrive

My Announcements All Announcements

Employment Opportunities - Classified 11/3/2014 2:36 PM
by Maribel Gaytan

Two positions have been posted to our web site: Research Analyst - Yuba College and Science Lab Technician - Biology - .49 FTE - 10 mth - Sutter County Center.

Thanks

Halloween Decorating Office Contest Winners Announced! 10/30/2014 6:38 PM
by Teresa Aronson

The winners of the Halloween Office Decorating Contest are:

First Place: Testing Office
Second Place: Bookstore

Thanks to Accounts Payable, Cashier, Counseling and EOP&S for participating!

My Team Sites Academic Calendar

Expand All Collapse All

Class

Organization

Other

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Flex Agreement Login Manage your Flex Agreement here.	How To Add a Calendar Ever Instruction on entering

On this form you must indicate the grade to be received if the student does not complete the make-up work. Incompletes not made up **within one semester** will revert to the indicated grade or an F if no alternate grade is indicated. You should not award an incomplete unless you have discussed the conditions with the student. When an incomplete is satisfied, you will submit a “Grade Change” form to change the “Incomplete” to the grade earned. This form may also be used to correct an error in grading. The “Grade Change” form is found on the Portal under “Portal Links.”

Yuba CCD portal > Faculty

WebAdvisor
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If your class is numbered as a 500 level class, it is a Non-Credit class, and you do not submit any grades. However, it is essential that you enter ALL hours of attendance through WebAdvisor on the Positive Attendance Hour link, since the college is paid for each 1/2 hour of attendance for each student (even for those students who drop the class).

Student Discipline

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

Instructor Drop

According to AP 4500, “An instructor may drop a student from a class for not showing up for the first session of the class or for not contacting the instructor or not participating in any online activity during the first week of classes of an online class.” **Other than for reasons of attendance, an instructor may not drop a student from a class.**

Instructor Removal

According to AP 5520, an instructor is authorized to remove a student from his or her class for the day of removal and the next class meeting. In the case of the library, removal would be for the day and the next college day. The instructor must immediately report the removal of the student to the College Vice President: 530-741-6766.

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

Other Forms of Discipline

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

Plagiarism

The instructor of record must establish clearly in his or her syllabi the penalty for plagiarism, which may be the imposition of an assignment or course grade. Additionally, the instructor of record must inform the Office of the Vice President of all instances of plagiarism, with the names of the students and details of each offense so that a record may be kept of each instance. The report to the Vice President should be made within five days of the instructor’s discovery of the offense. The Vice President may impose a more serious form of discipline, such as probation, if deemed appropriate.

Library

Workshops

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

Reserves

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

Collection Development

Faculty play a key role in building the collections at Yuba College. Faculty input helps guarantee that the Library holds the resources students need for their coursework.

Librarian:	(530) 741-6592
Circulation Desk:	(530) 741-6755

DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)

DSPS provides for academic accommodations and access for students with disabilities consistent with the educational offerings and mission of Yuba College. Students must have medical verification for temporary or permanent physical disability or they must be tested and meet the eligibility criteria established by the California Chancellor's Office for Learning Disabilities. Eligible students are those with documented verification of disability in the areas of physical, psychological or learning disabilities by authorized professionals such as physicians, psychologists and DSPS LD Specialists.

Some disabilities result in an educational limitation within an academic environment. To support these students in reaching their educational goals, the following support services may be appropriate: orientation, academic assessment, academic and vocational Counseling, course studies, adapted physical education, adaptive computer lab, note taking assistance, interpreting services, referrals, liaison with community agencies, testing accommodations, readers and/or e-text, mobility assistance, alternate format access.

To initiate services, students may stop into the DSPS center either the Marysville or Lake facilities to obtain intake papers or they can call at the following numbers:

Lake Campus:	(707) 995-7910; TTY 995-4183
Marysville Campus:	(530) 741-6795; TTY 741-6994

Captioning Content for Students

Yuba College does not purchase audio/visual materials that are not captioned or that do not come with a transcript. Every class that is assigned an online component, including class content on the MyCampus Portal, qualifies for content captioning that can be paid by a grant. To caption audio/visual materials for your online class content or to obtain captioning for an ITV class, follow these steps:

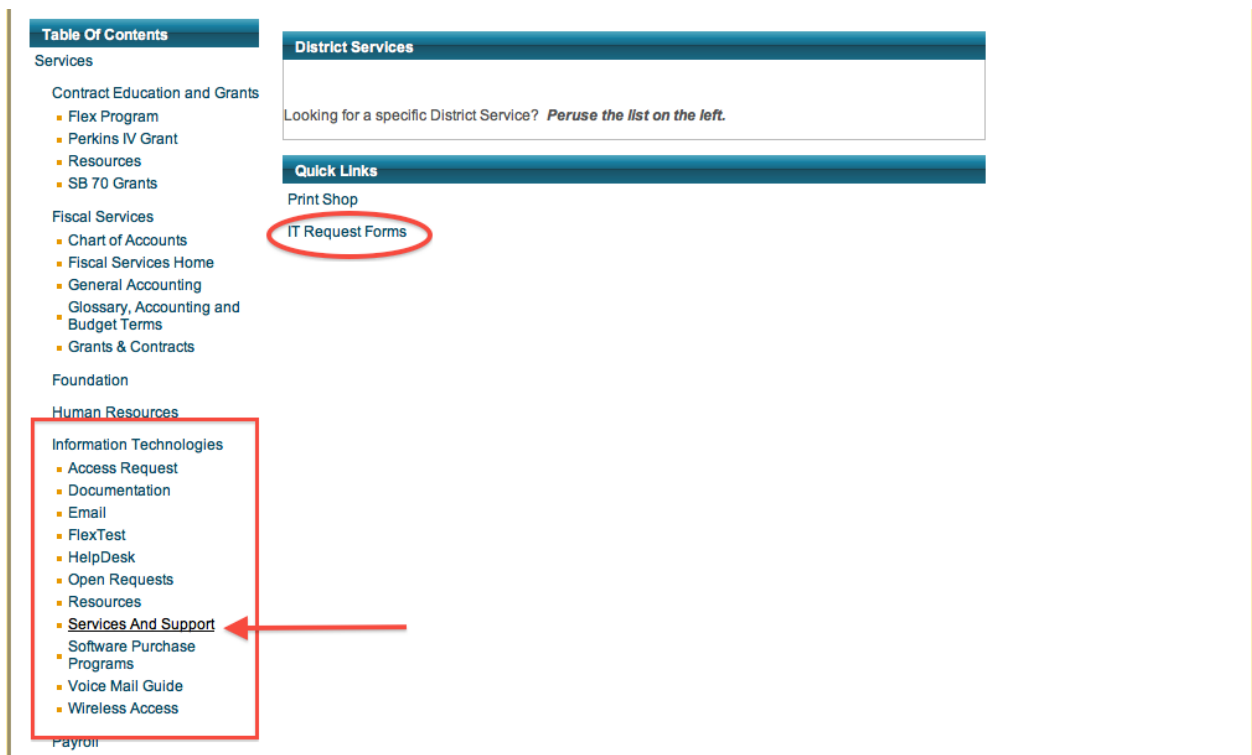
1. Student goes to DSPS Marysville or Lake facilities to request captioned content.
2. DSPS communicates:
 - a. To Student: the lag time for any captioned content (especially of online video feeds).
 - b. To Instructor: the accommodations for the student and lag time for any captioned content (especially of online video feeds).
 - c. To the Vendor: the requested class/content to be captioned. DSPS is responsible for coordinating all grants and vendors related to captioning.
3. DSPS staff sends out ongoing archived ITV class content OR one-time video material for captioning and works with vendor to caption content.
 - a. IT/Media Services may be able to assist in creating one-time video content.
4. Vendor returns captioned content to DSPS

Reporting IT Issues

If you are experiencing an IT issue—such as with a computer, telephone, or audio/visual equipment—you should place a work order online through the Portal. After logging on, go to the District dropdown menu and select “Services.”



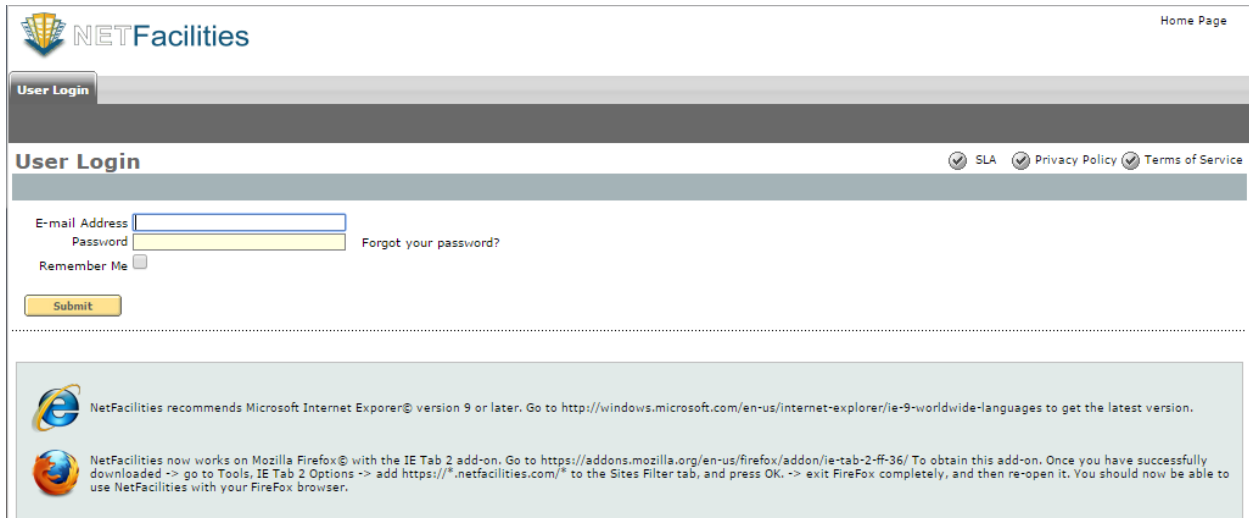
You will see an IT menu on the left with several helpful links. Selecting the “Services and Support” link will lead you to the IT Request forms, or you may access the forms directly from the link in the center of the screen.



Classroom IT issues take priority over all others. If you are experiencing computer or audio/visual difficulties in your classroom and the problem must be resolved quickly, call the IT Help Desk immediately at 530-741-6981. You may also email the help desk at helpdesk@yccd.edu.

Reporting Facilities Issues

If you witness issues of concern on the college grounds or in college facilities, please report them to your division secretary. All facilities issues are reported to the District Maintenance and Operations department via work orders submitted on the NetFacilities website. Your division secretary has access to this online resource.



NETFacilities Home Page


User Login


User Login SLA Privacy Policy Terms of Service

E-mail Address

Password [Forgot your password?](#)

Remember Me

 NetFacilities recommends Microsoft Internet Explorer® version 9 or later. Go to <http://windows.microsoft.com/en-us/internet-explorer/ie-9-worldwide-languages> to get the latest version.

 NetFacilities now works on Mozilla Firefox® with the IE Tab 2 add-on. Go to <https://addons.mozilla.org/en-us/firefox/addon/ie-tab-2-ff-36/> To obtain this add-on. Once you have successfully downloaded -> go to Tools, IE Tab 2 Options -> add https://*.netfacilities.com/ to the Sites Filter tab, and press OK. -> exit FireFox completely, and then re-open it. You should now be able to use NetFacilities with your FireFox browser.

Classroom issues take priority over all others. If there is a pressing classroom facility issue, please contact your division secretary at once so that a call may be placed to district services. District Maintenance and Operations may be contacted directly at 530-741-6775.

Administrative Procedures

District Administrative Procedures outline basic policies and procedures with which all faculty should be familiar. For instance, the following procedures are just a few of particular significance:

- **AP 3050** Institutional Code of Ethics
- **AP 3570** Smoking/Use of Tobacco Products
- **AP 3710** Intellectual Property and Copyright
- **AP 3720** Computer and Network Usage
- **AP 3721** Electronic Tools for Communication
- **AP 3750** Use of Copyrighted Material
- **AP 3900** Speech: Time, Place and Manner
- **AP 4020** Program and Curriculum Development
- **AP 4021** Program Discontinuance
- **AP 4040** Library and Learning Support Services
- **AP 4105** Distance Education
- **AP 4225** Course Repetition
- **AP 4230** Grading Symbols
- **AP 4231** Grade Changes
- **AP 4232** Pass/No Pass
- **AP 4235** Credit by Examination
- **AP 4300** Field Trips/Excursions
- **AP 4510** Final Examination
- **AP 5070** Attendance
- **AP 5075** Course Adds and Drops
- **AP 5500** Standards of Conduct
- **AP 5520** Student Discipline Procedures
- **AP 5530** Student Rights and Grievances
- **AP 7145** Personnel Files
- **AP 7161** Flex Guideline

You may find these and other procedures on the district website: www.yccd.edu. Go to the Board of Trustees Link on the left-hand menu and select “Administrative Procedures.”

The screenshot displays the Yuba Community College District website. The top left corner features the YCCD logo and the text 'Yuba Community College District'. A vertical navigation menu on the left lists various categories such as 'About the District', 'Board of Trustees', 'Campus Safety', 'Community Services', 'Convocation', 'Foundation', 'Human Resources', 'News and Events', 'Student Resources', and 'Calendars & News'. A search bar is located below the menu. The main content area is dominated by a large photograph of three female soccer players in action on a field. Below the photo, the text 'Welcome to Yuba Community College District' is centered. At the bottom of the page, there are two logos: 'WOODLAND COMMUNITY COLLEGE' with the phone number '530-661-5700' and links to 'Woodland CC' and 'Colusa County'; and 'Yuba College' with the phone number '530-741-6700' and links to 'Yuba College', 'Clear Lake Campus', 'Beale AFB Outreach', and 'Sutter County Center'. An 'AlertU' logo is also visible in the bottom left corner.