College of Sequoias Faculty Resource Guide*
3rd Edition, 2020
Prepared under the direction of the Faculty Enrichment Committee (FEC)

This guide is intended as a reference to important information and procedures relevant to your instructional duties. FEC recommends that you use the guide to discover topics of interest and follow the links (where provided) to gather more specific information. Contact the Faculty Enrichment Coordinator for more information about the guide.

1. **Facilities**
   a. **Locations**
      i. Visalia Campus https://www.cos.edu/en-us/LRC/Pages/COS%20Visalia%20Map.pdf
      ii. Hanford Center https://www.cos.edu/en-us/Documents/Hanford-Map.pdf#search=map
      iii. Tulare College Center https://www.cos.edu/en-us/Documents/Tulare-Map.pdf#search=map
   b. **Building Access.** You will be assigned a key to access your classroom. Contact your division chair for more information.
   c. **Room Query** https://reports.cos.edu/ExtendedIS/Academic%20Services/Reports/Events/RoomList.aspx?mId=129
   d. **Room Reservations** Submit a Facilities Request form https://www.cos.edu/en-us/administration/facilities/facilities-requests or General Facilities Request Form https://www.cos.edu/en-us/Facilities/Documents/Facilities-Facilities-Request-Form.pdf
   e. **Classroom Furniture** Please do not remove furniture from classrooms. Contact your division chair for more information.
   f. **Parking** https://www.cos.edu/en-us/Police/Pages/Parking.aspx
   g. **Environmental Issues**
      i. Heating and Air Conditioning https://www.cos.edu/en-us/Facilities/Documents/Facilities-Heating-and-Cooling-Request-Form.pdf
      ii. Custodial https://www.cos.edu/en-us/Facilities/Pages/Custodial-Services.aspx
   h. **Technology Support** https://www.cos.edu/en-us/administration/admin-staff-support/technology-services
2. **Faculty**
   a. Staff Directory https://www.cos.edu/en-us/offices-services-directory
      i. Searchable by name https://www.cos.edu/en-us/contact
      ii. Searchable by department by clicking Academic Programs & Classes (in top left) then hover over to click Faculty & Staff from the main website https://www.cos.edu/en-us

b. **Routine Procedures**
  i. Absences
      1. Full-time faculty https://www.cos.edu/en-us/Human-Resources/Documents/Absence%20Report%20-%20Contract%20Faculty.pdf
      2. Part-time faculty https://www.cos.edu/en-us/Human-Resources/Documents/Adjunct%20Report%20of%20Absence.pdf
  ii. Class Schedule http://banweb.cos.edu/prod/hzsched.p_search
  iii. Copy and Mail Services https://www.cos.edu/en-us/administration/admin-staff-support/copy-and-mail copy&mail@cos.edu, (559) 737-6169, BLUE OAK: 902
  iv. Communication
      1. Email. Email is the official method of communication at COS. The District will provide you with a Microsoft Outlook email account. https://www.cos.edu/en-us/Tech-Support/Pages/Office365.aspx
      2. Mailroom. You will be assigned a physical mailbox at the mailroom on your main campus.
  v. Field Trips. Your Course Outline will indicate whether or not field trips are required for your course. Contact your division chair for more information.
  vi. Forms. Most forms can be found at: https://www.cos.edu/en-us/administration/human-resources/forms. If you don't see what you need, ask your division chair.
  vii. Grades. It is your responsibility to post grades on Banner at the end of your class. There are set time frames for submitting grades. Look for the regular announcements from Admissions and Records. Be advised that you may not issue a grade strictly for attendance, as according to Title 5, attendance alone is not sufficient basis for evaluation.
  viii. Identification Card. You may choose to obtain an identification card through the Student Activities and Affairs Office. https://www.cos.edu/en-us/student-support/student-id-stickers
  ix. Materials fee. Education Code section 76365 allows districts to require students to provide various types of instructional materials and enables districts to sell such materials to students who wish to purchase the required materials from the district. Generally speaking, there are strict limitations on charging a required "instructional materials fee." Contact your division chair for more information.
  x. Office Hours. View your Master Agreement https://www.cos.edu/en-us/administration/human-resources/employee-resources
  xi. Rosters. It is your responsibility to submit first day, drop, and permanent rosters. Please see the instructions from Admissions and Records provided regularly.
  xii. Syllabus. You must have a syllabus for your course and provide a copy to your division chair. Your syllabus must include your course outcomes.
  xiii. Textbooks. The Course Outline for your course includes a list of recommended textbooks. When ordering textbooks through the COS bookstore, students can

use their financial aid voucher, and the Access and Ability Center can arrange for accessible versions of the textbook. The library can also place textbooks on reserve for faculty. http://libguides.cos.edu/textbooks

xiv. Travel Approval. Faculty who travel must have prior approval for that travel. Full-time faculty may be reimbursed for approved travel. Contact your division chair for additional information. http://intranet.cos.edu/department/forms/FormServerTemplates/Travel%20and%20Conference%20Request.pdf

c. **Important Guidelines**

i. Access and Ability Center https://www.cos.edu/en-us/student-support/access-ability

ii. Banked Time (Full-time Faculty) – As stated in Section 8.4 of the COSTA Master Agreement, any faculty member, with the permission of their division chair and the Vice President of Academic Services, may accept teaching overloads in the class schedule of no more than .20 of a regular full-time teaching assignment in a semester for no additional compensation. Faculty must secure a Request to Bank Overload form from the Academic Services Office.

iii. Board Policies (BP) and Administrative Procedures (AP) govern how things are done in the District. You can search for a BP or an AP at this location: https://www.cos.edu/en-us/administration/governance/board/board-policies. Ask your division chair for more information.

iv. Copyright. College of the Sequoias' personnel and students shall adhere to the Copyright Act by not reproducing copyrighted materials without prior permission of the copyright owner, except as allowed by the "fair use" doctrine. Employees and students who are unsure as to whether they are violating copyright law will be directed to the U.S. Copyright Office's website at www.loc.gov/copyright.

v. Curriculum Committee https://old.cos.edu/About/Governance/AcademicSenate/Curriculum/Pages/default.aspx

vi. Data Requests https://www.cos.edu/en-us/Research/Pages/Ad-Hoc-Data-and-Research-Requests.aspx

vii. Education Code/Title 5 governs community college education in California, include rules about curriculum and distance education. You can learn more at this location: https://govt.westlaw.com/calregs/Browse/Index?bhcp=1&transitionType=Default&contextData=%28sc.Default%29.

viii. Evaluation Procedures – See the Master Agreements: https://www.cos.edu/en-us/administration/human-resources/employee-resources

1. Full-time faculty evaluation documents http://intranet.cos.edu/department/acadsvcs/Faculty%20Evaluation/Documents/Forms/AllItems.aspx

    ix.   Faculty Enrichment Committee (FEC) FLEX program. https://old.cos.edu/About/Governance/AcademicSenate/FacultyEnrichment/Pages/default.aspx

    x.   FERPA. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. The Superintendent/President shall ensure that student records are maintained in compliance with the applicable federal and state laws relating to the privacy of student records. Please see Board Policy 5040 – Student Records and Directory Information. https://www.cos.edu/en-us/Governance/Board/BoardPolicies/Documents/AP%205040%20-%20Student%20Records%20and%20Directory%20Information.pdf

    xi.   Final Exams https://www.cos.edu/en-us/academics/final-exam-schedule

    xii.   Human Subjects – Institutional Review Board https://www.cos.edu/en-us/administration/research/conducting-research-at-cos

    xiii.   Master Agreements https://www.cos.edu/en-us/administration/human-resources/employee-resources

    xiv.   New Faculty Orientation. Sponsored by FEC in the fall semester.

    xv.   Online Teaching Certification. Per the Master Agreements, all instructors must be qualified to teach online. Contact the Distance Education Coordinator for more information.

    xvi.   Outcomes Assessment https://www.cos.edu/en-us/Outcomes-Assessment

    xvii.   Program Review https://www.cos.edu/en-us/administration/research

    xviii.   Standards of Conduct and Student Discipline – See BP 5500 and AP 5502. https://www.cos.edu/en-us/administration/governance/board/board-policies/chapter-5

3. **Library/Learning Resource Center (LRC)** https://www.cos.edu/en-us/library
   a. Library Instruction https://www.cos.edu/en-us/library/library-instruction-request-form
   b. Reserve Books http://libguides.cos.edu/textbooks
   c. Librarian Liaisons https://www.cos.edu/en-us/LRC/Pages/Liaisons-by-Department.aspx
   d. Lodgepole Room Reservations https://www.cos.edu/en-us/library/room-reservations and Library/LRC Policy https://www.cos.edu/en-us/LRC/Pages/LRC%20Room%20Reservation%20Policy.pdf
   e. Academic Databases https://libguides.cos.edu/az.php
   f. Library Maps https://www.cos.edu/en-us/library/maps

4. **Safety**
   a. Campus Police https://www.cos.edu/en-us/student-support/police
   b. Emergencies https://www.cos.edu/en-us/student-support/police/emergency-preparedness

5. **Student Support**
   a. Admissions and Records https://www.cos.edu/en-us/admissions/getting-started
   b. Access and Ability Center https://www.cos.edu/en-us/student-support/access-ability
   c. Bookstore http://cos.bncollege.com
   d. Financial Aid https://www.cos.edu/en-us/admissions/financial-aid

e.   Health Center https://www.cos.edu/en-us/student-life/health-services/
f.   Welcome Center (Visalia) https://www.cos.edu/en-us/student-support/welcome-center
g.   The Hub (Hanford) https://www.cos.edu/en-us/hanford-center/student-services
h.   Tulare College Center https://www.cos.edu/en-us/tulare-center/student-services
i.   Special Programs
   i.   California Mini-Corps https://www.cos.edu/en-us/student-support/california-mini-corps
   ii.   CalWorks/WIA https://www.cos.edu/en-us/student-support/calworks
   iii.   CARE, EOPS and NextUp https://www.cos.edu/en-us/student-support/eops
   iv.   Foster and Kinship Care Education https://www.cos.edu/en-us/student-support/foster-care
   v.   International Students https://www.cos.edu/en-us/student-support/counseling/international-students
   vi.   MESA https://www.cos.edu/en-us/student-support/mesa
   vii.   Puente https://www.cos.edu/en-us/student-support/puente
   viii.   Student Employment/Work Study https://www.cos.edu/en-us/student-support/student-employment
   ix.   SURGE
   x.   TRIO-SSS https://www.cos.edu/en-us/student-support/trio-sss
   xi.   TRIO-UBMS https://www.cos.edu/en-us/student-support/trio-ubms
   xii.   Veteran Services https://www.cos.edu/en-us/student-support/veterans
   xiii.   Work Experience https://www.cos.edu/en-us/career/work-experience

6.   **COS 2.0**
a.   Accreditation https://www.cos.edu/en-us/administration/accreditation
b.   Academic Services https://www.cos.edu/en-us/academics
   i.   Curriculum and outcomes
   ii.   Courses and scheduling
   iii.   Distance Education
   iv.   Faculty Enrichment
   v.   Institutional planning and effectiveness
   vi.   Learning Resource Center
c.   Administrative Services
   i.   Fiscal https://www.cos.edu/en-us/administration/fiscal-services
   ii.   Business Services and Payroll https://www.cos.edu/en-us/administration/admin-staff-support/payroll
   iii.   Facilities https://www.cos.edu/en-us/administration/facilities
      1.   Grounds & Custodial https://www.cos.edu/en-us/Facilities/Pages/Custodial-Services.aspx
   iv.   Campus Food Services https://www.cos.edu/en-us/student-life/food-services
   v.   Technology Services https://www.cos.edu/en-us/administration/admin-staff-support/technology-services
d.   Governance and Leadership https://www.cos.edu/en-us/administration/governance
   i.   Board of Trustees https://www.cos.edu/en-us/administration/governance/board

  ii. Superintendent/President https://www.cos.edu/en-us/Governance/President

  iii. Participatory Governance

   1. District Governance Senate https://old.cos.edu/About/Governance/DistrictGovernanceSenate/Pages/default.aspx

   2. Academic Senate https://www.cos.edu/en-us/administration/governance/academic-senate

   3. Student Senate https://old.cos.edu/StudentServices/StudentActivitiesAffairs/Pages/Student-Senate-Records.aspx

e. Human Resources https://www.cos.edu/en-us/administration/human-resources

f. Marketing and Media https://www.cos.edu/en-us/marketing-and-media

g. Research and Planning https://www.cos.edu/en-us/administration/research

h. Student Services https://www.cos.edu/en-us/student-support/

  i. Admissions and Records

  ii. Financial Aid

  iii. Counseling

  iv. Student Discipline

  v. Access and Ability Center

  vi. Student Health Center

  vii. Welcome Center

  viii. Categorical Programs

  ix. District Police

*This guide does not confer any contractual right, either express or implied, to remain in the District's employ. Nor does it guarantee any fixed terms and conditions of your employment. This guide is intended to provide tools and information which are relevant to faculty who teach at College of the Sequoias. Procedures, practices, and policies described here may be modified or discontinued from time to time.