Welcome to the Behavioral Sciences Department. This informational packet is intended to assist you with some of the day to day questions you may have as a faculty member of our department. Much of the information provided below is available in greater detail in the Palomar College Catalog: http://www.palomar.edu/catalog/, the Class Schedule: http://www.palomar.edu/schedule, or the PFF Union Contract: http://www.palomarfacfed.org/. Those teaching at the Escondido Center will be provided with an informational packet for that site and may contact Jody Hall at x 8165 for more information. Please feel free to contact me at hdavis@palomar.edu or 760-744-1150, x2341 at any time with questions or concerns that you might have. ~ Haydn Davis, Department Chair

Getting Started

Parking Permit – Your faculty parking permit (which must be renewed annually) will allow you to park in the staff/faculty parking lots, as well as in the student lots if faculty lots are full. For part-time faculty, a permit may be obtained at no charge at the Part-time Faculty Orientation Meeting/Plenary or after that at Campus Police, or at the Escondido Center. You may also obtain the form online at http://www.palomar.edu/police/forms.htm. Parking permits are required 24/7 and only one permit violation per year will be dismissed. Staff parking permits from other California colleges are also honored at Palomar.

Keys – You will not need classroom keys as classrooms will be open when you arrive for class except for MD-124, MD-129, and MD-130 which are restricted classrooms. However, if you were to find a classroom locked, please call Campus Police at x2289 to have it opened.

Class Rosters – In order to print your class roster, please go to eServices @ http://www.palomar.edu, click on eServices, then faculty, and then enter your employee ID# and password. If you have forgotten or do not know those numbers, there is a prompt there to help you find them. Please note that student ID numbers are confidential, and documents that contain student ID numbers should be shredded when no longer needed.

Adding Students - In order to add students after your class has closed, you will need to assign them permission numbers. You will find these on your Permission Roster, located in eServices at http://www.palomar.edu, which you should print out for yourself before class. Permissions codes
are generally available a week or so before the semester begins. It is your decision whether or not to add students beyond the enrollment limit.

**Census Week Certification** – This year instructors will be asked to “certify” their census enrollments. Actually this really isn’t any different from what we have been asked to do every semester but now the policy is being more strictly enforced. By the end of the second week be sure that all students who are attending your class are officially enrolled, this is what you will certify. It is important for several reasons that we all do this including that this will ensure we get fairly compensated by the State for our students. The process is important for students too as it will enable students no longer in the class to receive a refund. And don’t forget, after the census date we are required to give a letter grade.

**Dropping Students/Posting Grades** – In eServices you will find your drop rosters. You are required to drop students who have never shown up for your class by the census date. You may also later drop students for excessive absence or failure to complete assignments, if you wish. In eServices you will also find an athletic participation roster which lists the student athletes enrolled in each of your classes and requests information on their class attendance and performance. You will also find the grade roster to use at the end of the semester to submit your final grades. Please submit grades promptly (within 5 business days after the final exam) as students can miss out on financial aid and transfer deadlines if their grades are not available.

**Reporting Absences** – Please call Sheri, x2329 (for AODS, Psychology or Sociology) or Rebecca, x2330 (for Anthropology, Philosophy or Religious Studies) to report any absence or anticipated late arrival and to have your class posted. They are available from 7:00 am – 3:30 pm. After that time, you can call the Division Dean (x2759) until 5 pm, or the Evening Administrator (x3351 or 760-415-7956) after 5 pm to post your class. After hours for Escondido, call Pam Dratler, x8164 or Campus Police, x2289.

**Blackboard** – Every semester a Blackboard course will automatically be set up for each of your classes. It contains a roster of your students, and has many capabilities (go to: [www.palomar.edu/atrc/FAQs.htm](http://www.palomar.edu/atrc/FAQs.htm) for more information.) It is your decision whether to make the Blackboard course available to students, and how much you will make use of it. To get into Blackboard, go to: [http://www.palomar.edu/blackboard/Faculty.aspx](http://www.palomar.edu/blackboard/Faculty.aspx) where there are directions for logging in as a faculty member (click Faculty Information). It also shows you how to log in as a student in order to see the course from a student point of view, and how to access tutorials and workshops which will familiarize you with how to best make use of this system. Contact Blackboard technical support at [onlineclasses@palomar.edu](mailto:onlineclasses@palomar.edu), x2862, or me, Haydn Davis at x2341.

**Syllabus/Course Outline of Record/SLOs** – You may access the Course Outline of Record for the course you will be teaching by going to: [http://www.curricunet.com/palomar](http://www.curricunet.com/palomar). Under Search, click on course, and then choose your discipline, course # and name. Or to see all courses in your discipline, just choose discipline and OK. Using this as a general guideline, develop your own Class Syllabus and provide a copy for your students and the
department ADA within the first week of class. Your Syllabus should include a description of your specific course content, schedule of topics and assignments, grading system, course absence/drop policy and expectations of students. Go to http://www.palomar.edu/admissions/Calendars.htm for an academic calendar and check with the department chair to see sample syllabi. Please note that all syllabi must contain the Student Learning Outcome(s) [SLOs] for the course. Here is a link to the Palomar Outcomes Database list of all courses and their associated SLOs: http://www.palomar.edu/learningoutcomes/LOCJan2010/Documents/courseSLOs6-14-2011.pdf

**Printing/Copying** – To keep our copying costs down, please put as much material online as possible, such as posting your study guides, articles, etc. in your Blackboard course or web site. The next best options are (a) to fill out the form available on the counter top in the MD-260 service room and put your request in the copy drawer to be processed at Comet Copy, or (b) submit your requests online at: cometcopy@palomar.edu. You may also use the self-serve copiers available in F-6, NS-144 or A-25. Using the copy machine in MD-260 should be the very last resort. This is only intended for making 1-2 copies of a document such as a handout. This machine serves primarily as a printer for the computers in the department and, therefore, minimal copy use is appreciated. **Note:** this year everyone will have her/his own individual print/copy code. Your code was emailed to you but see Sheri or Rebecca if you have misplaced that email. There is no specific quota at this time but, as our printing costs take up such a substantial portion of our department budget, it may be necessary to consider a quota at some future date.

**Scantron Test Scoring Machine** – The Scantron machine is available on the counter in MD-260 and can be used to score multiple-choice Scantron answer sheets. There are blank answer and data analysis sheets available in the hanging folders to the right of the machine for your use, though please have students buy their own at the bookstore or snack shop. Feel free to ask Sheri, Rebecca or a fellow faculty member for help with this machine.

**Fax Machine** – There is a fax machine available for your use in MD-242. The fax number is: 760-761-3516. Follow the instructions taped by the machine and be sure to dial 9 first for an outside line.

**Mail, Email & Voice Mail** – If you teach at least one class on the San Marcos campus, a mailbox will be provided for you in MD-242. If not, your mail will be sent to the Satellite at which you are teaching. The college will automatically set up a network account and Palomar email address for you. Sheri and Rebecca will have you fill out an Instructor Information Sheet on which you will indicate whether you would also like virtual voice mail set up for you and the email address you would prefer us to use in contacting you. Please notify Sheri or Rebecca if there are any changes to your current mail, email, or phone number during the course of the semester.

**Textbooks** – Textbooks are ordered through the bookstore several months prior to the start of the semester. You will be provided with the order form to do this and publisher contact information to obtain your own desk copy, if needed. Students should be encouraged to purchase their books right away, as the bookstore may run out and need to order additional copies. The bookstore
hours during the first 2 weeks of class are: Mon- Thurs. 7:00 am – 7:30 pm, Friday 7:00 am – 4:00 pm, Sat. 8:30- 12:30. After that time, the regular hours are: Mon – Thurs. 7:30 am – 7:30 pm, Friday 7:30 – 1:30. Contact the bookstore at x2223 if you have any questions.

Minimum Class Size – Classes must have at least 20 students enrolled to avoid being cancelled according to our PFF contract. However, there are exceptions and minimums as low as 15 may be set for a given semester. You can check your own course enrollment via eServices. If your class has 15 or fewer students enrolled around the first day of class you should contact me immediately at x2341 or email at (hdavis@palomar.edu).

Make-up Tests – Since space is limited and our department ADAs cannot be responsible for administering make-up exams, you may arrange to have students take make-ups at the Tutoring Center. Go to http://www.palomar.edu/tutoring/ for a Proctoring Request Form and take it and the exams to the first floor of the library, LL 105. Other options instructors have used were to give make-ups during Finals Week, allow a take-home final, or an online exam. Please note that it is NOT acceptable to have a student take an exam in the Part-Time Faculty Office.

Classroom AV Equipment – For information on AV equipment available on campus and how to access it you can go to: http://www.palomar.edu/av/. Most classrooms are equipped with Data Projectors/Computers and instruction sheets on how to use them. For information on the equipment available in specific classrooms and instructions on how to use it, you can go to “Services Offered” at the AV website above. You may contact Information Services at x2140 with questions regarding classroom (or office) computers. There are phones in all MD classrooms with speed dial numbers set for campus police, Information Services, and Audio-Visual Services.

Library Services - To order videos from the County Consortium, place books or articles on reserve, or arrange a customized library instruction session for your class you can go to: http://www.palomar.edu/library/FacultyServices.htm, or call 760-744-1150, x2612. Don’t overlook the very substantial online database collection our library subscribes to – with many excellent full-text journal articles and other research tools for student papers and research efforts (http://www.palomar.edu/library/OnlineDatabases/databases.htm).

Classroom Temperature – If you are having trouble with the temperature in a classroom without an adjustable thermostat, call Donna Renner in Facilities at x2629 (or after 4:30, Campus Police at x 2289) to have someone sent to your classroom to make adjustments.

Medical emergencies – In case of a medical emergency in your class you can call Health Services @ x2380, Campus Police @ 2289 and/or send a student to Health Services to request assistance.

Part-time Faculty Workroom – In addition to space available in our department, there is a workroom for part-time faculty in NS-153 located on the first floor of the Natural Science Building. It has computers, printers, Scantron machines, and small conference rooms available
for your use. Hours: M-TH: 7am – 7 pm and Friday 8-12 noon. For more information you may call Glenda x3987 or go to http://www.palomar.edu/instruction/Other/part-time-workroom.pdf.

Student Issues

Student misconduct – Students exhibiting disruptive or threatening behavior are in violation of the Student Code of Conduct and are handled through the Office of Student Affairs. Depending on the nature of the behavior, it may be appropriate to give a verbal warning, or to temporarily remove the student from class and notify the Director of Student Affairs who may ultimately suspend or terminate the student from the college. For a more detailed discussion of the Student Code of Conduct (which is in the process of being revised) contact Sherry Titus, the Director of Student Affairs at x2596 or go to the website listed below: http://www.palomar.edu/Code_of_Conduct_condensed_version.pdf

Cheating and Plagiarism are also violations of the Student Code of conduct. It’s recommended that you report incidents of plagiarism/cheating to the Director of Student Affairs, so that more serious steps may be taken for repeat offenders. It is also suggested that your Syllabus include a description of cheating/plagiarism and the consequences for it in your course. See http://library.csusm.edu/plagiarism/index.html for help with this. Some students seem surprised to hear that after being allowed to work with others on some parts of an assignment, they cannot turn in identical write-ups, even though an individual paper was clearly specified. You may contact the Director of Student Affairs at x2596 for more information.

Student Complaints – If a student has a problem with an instructor he/she should speak with the instructor, then the department chair, and then the division dean, if necessary, in that order, to resolve the issue. The Dean would then refer the student to the Director of Student Affairs, if appropriate. In cases of grade disputes, the same procedure would be followed. However, since the determination of a student’s grade is the prerogative of the instructor in the absence of mistake, fraud, bad faith or incompetence, only if any of these were found to be evident by the Dean, would the student be able to request the VP of Instruction to pursue the formal grade dispute process.

Resources for Students - Financial Aid & Scholarships – Students in need of financial assistance may be directed to the Financial Aid & Scholarships Office for short term or long term financial assistance in SSC-50, 760-891-7510, or go to: http://www.palomar.edu/fa.

Extended Opportunity Programs & Services (EOPS) – This State program provides academic support and financial assistance for economically, socially and educationally disadvantaged students. Located in TCAI, X2447, see: http://www.palomar.edu/eops/

Disability Resource Center – Offers eligibility assessment and support services, x2375, http://www.palomar.edu/dsps/
Tutoring – The Tutorial Center is located on the first floor of the library where tutoring is available on a walk-in basis. Call x2448 on the San Marcos campus, or x8128 (Room #10) at the Escondido Center. For more information go to: www.palomar.edu/tutoring.

Reading Center - Reading Services and reading improvement courses are available at the Reading Center, RC-1. Contact Melinda Carrillo, x2570. http://www.palomar.edu/reading/lab.htm

Counseling – Both academic and short-term personal counseling are available in the Counseling Department, located in the Student Services Center, SSC. Students should call 760-891-7511 for an appointment. You may also contact Karan Huskey, x3138 or PJ DeMaris, x3140 to arrange for a counselor to speak to your class about the services available.

The Career Center, x2194 and Transfer Center, x2552, also located in SSC provide resources, support and coursework to help students make important career and transfer decisions. Go to www.palomar.edu/counseling/careercenter/ or www.palomar.edu/counseling/transfercenter/

Student Transfer Information – ASSIST is a student transfer information system that shows how courses in one public California College or University articulate to others...a very informative site. Go to: http://www.assist.org.

Health Services – First-aid, immunizations, health screenings, birth control, and nurse & physician care are available to students in Health Services. Call x2380 for more information and to arrange for a class speaker, or go to: http://www.palomar.edu/healthservices/

Faculty Issues

Salary Schedule – For Salary Placement information and the current Salary Schedule, go to the Salary Schedules link found in Human Resources at: www.palomar.edu/HR/. or x2200.

Office Hours – Although Part-Time faculty are not required to maintain office hours, you are eligible to be paid for one office hour per semester, per 3 unit course taught (maximum of 3 hours per semester.) To download and submit the Office Hours Verification Form go to: http://www.palomar.edu/HR/forms/PTFacOfcHrs.pdf

Identification Card – You may get an employee picture identification card (PIC), which will at least get you discounted coffee and soda drinks on campus, by going to SU-201 (above the cafeteria) with your employee ID#. Hours: M-Th: 8:00-2:30, Friday 8:00-1:00, x2796.

Department Meetings – Department meetings are held approximately 1-2 times per semester, with individual
disciplines having additional meetings if needed. All part-time faculty members are invited and welcome to attend, but please feel no pressure to do so although you can see the reaction (at left) when a department meeting was announced (humm . . . or was the reaction to a cancellation of the meeting . . .?). Our fall semester department meeting will be held in late September or early October and an advance notice and agenda will be sent to everyone.

**Student Papers/Reports** – Please make arrangements with students to drop off their papers and reports to you personally. There have been occasions where students have attempted to get into the faculty mailroom to drop off something to one of us. Make sure students know that you will provide a drop box of some sort outside your office (as many of you already do).

**Professional Development** – You are entitled to be paid the equivalent of 1 week of class time for professional development (typically 3 hours per course, per semester.) This may consist of attendance at the Orientation/Plenary Meeting or other scheduled workshops, conducting original research, taking coursework in your field or attendance at Professional Meetings. Go to: [www.palomar.edu/pd](http://www.palomar.edu/pd) for more information on the types of activities which qualify and help in filling out your PD contract which can be found at eServices. Proposed professional contracts are due by September 15 for the fall semester and February 15 for the spring semester. Completed Professional Development contracts are due by December 1 by the fall semester and May 1 for the spring semester. Please note that completed Professional Development contract must be turned in by the due dates or you may not be paid for the work you have completed.

**Part-Time Evaluations & Seniority** – You will be evaluated (including a classroom observation and written student evaluations) within the first year of your employment and then again at least once every 6 semesters. This evaluation will be arranged with you ahead of time. After the observation, a meeting will be set up to discuss the findings and give you an Evaluation Report. After grades have been submitted, you will also be provided with a copy of the student evaluations. You may go to: [http://www.palomar.edu/tenureandevaluations/](http://www.palomar.edu/tenureandevaluations/) to view the evaluation forms and guidelines. After teaching for 6 semesters within 6 consecutive years at Palomar and receiving satisfactory evaluations on two consecutive evaluations, you will have preferential consideration in the scheduling of classes. This means that you will be offered at least one course before any courses are offered to a part-time faculty member without preferential consideration. All those with preferential consideration within a discipline will have equal standing.

**Important Dates:** You can go to: [http://www.palomar.edu/catalog/2012/College_calendar.pdf](http://www.palomar.edu/catalog/2012/College_calendar.pdf) for important dates such as each semester’s add/drop deadlines, Final Exam schedule and the academic calendar to use in developing your class syllabus.
Important Contacts:

- Department ADAs:
  - Rebecca Clements, x2330 (Anthropology, Philosophy, Religious Studies & copying needs)
  - Sheri Frankfurth, x2329 (AODS, Psychology, Sociology & budget/purchasing needs)
- Department Chair, Haydn Davis, hdavis@palomar.edu
- Division Dean, Judy Cater, x2759, jcater@palomar.edu
- Evening Administrator, Tom Medel, x3351 or cell-760-415-7956 (eve. absences, questions)
- Campus Police, x2289 (security, medical emergencies, escort services)
- Human Resources x 2200, (employment, salary, benefits) www.palomar.edu/HR/
- Information Services x2140, (computer, phone services) http://infoservices.palomar.edu/
- Disability Resource Center x2375, (assessment, support) www.palomar.edu/dsps/
- Counseling Center, SSC, PJ DeMaris, x3140, www.palomar.edu/counseling/
- Career Center, SSC, Lisa Romain, x 2195 www.palomar.edu/counseling/careercenter/
- Transfer Center, SSC, Karan Huskey x3138 www.palomar.edu/counseling/transfercenter/
- Health Services, x2380, http://www.palomar.edu/healthservices/#
- Library, x2612, http://www.palomar.edu/library/
- Map - http://www.palomar.edu/maps/CLASSMAP%206_07_08%20Layout3%20(1).pdf

A Note from the Chairperson

As we all know, this academic year promises to be very challenging with talk of budget cuts, class eliminations, and even possible salary and benefits “adjustments.” It is not yet clear what effect the recent tuition increase will have on student enrollments. We remain in a no-growth phase with respect to faculty and staff. Still, if the Governor’s tax measure passes in November we should be ok. We will all hear more at the plenary coming up at the end of the week.

As a result of prodding from our department (Michael, Katie, and Dillon leading the way), the college has agreed to undertake a fair and equitable review of how classes are offered and cut at Palomar and will develop an enrollment management policy for the college that reflects our mission and commitment to student learning. More about this over the coming months.

My office is MD-263; please feel free to visit anytime you’re around that part of the MD building.

Best wishes for a great fall semester! -- Haydn