# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Emergency Procedures</td>
<td>4</td>
</tr>
<tr>
<td>Onboarding</td>
<td>6</td>
</tr>
<tr>
<td>Mentorship</td>
<td>7</td>
</tr>
<tr>
<td>Academic Employee Absences and Substitutes</td>
<td>8</td>
</tr>
<tr>
<td>Contact Information</td>
<td>9</td>
</tr>
<tr>
<td>Campus Access and Parking</td>
<td>10</td>
</tr>
<tr>
<td>Printing and Duplication</td>
<td>11</td>
</tr>
<tr>
<td>Syllabi</td>
<td>12</td>
</tr>
<tr>
<td>Guest Lecturers and Speakers</td>
<td>13</td>
</tr>
<tr>
<td>Field Trips and Excursions</td>
<td>14</td>
</tr>
<tr>
<td>Authorized Student Classroom Absence</td>
<td>14</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLOs)</td>
<td>14</td>
</tr>
<tr>
<td>Program Review</td>
<td>18</td>
</tr>
<tr>
<td>Census Certification</td>
<td>20</td>
</tr>
<tr>
<td>Grades</td>
<td>23</td>
</tr>
<tr>
<td>Student Discipline</td>
<td>28</td>
</tr>
<tr>
<td>Flexible Calendar Program (FLEX)</td>
<td>29</td>
</tr>
<tr>
<td>Library</td>
<td>33</td>
</tr>
<tr>
<td>DSPS</td>
<td>34</td>
</tr>
<tr>
<td>Faculty Evaluations</td>
<td>34</td>
</tr>
<tr>
<td>Student Accidents and Injuries</td>
<td>35</td>
</tr>
<tr>
<td>Employee Accidents and Injuries</td>
<td>37</td>
</tr>
<tr>
<td>Reporting IT Issues</td>
<td>38</td>
</tr>
<tr>
<td>Reporting Facilities Issues</td>
<td>38</td>
</tr>
<tr>
<td>Significant Administrative Procedures</td>
<td>39</td>
</tr>
</tbody>
</table>

The current version of this handbook is available at [http://php.yccd.edu/documents/viewdocument.php?id=7178](http://php.yccd.edu/documents/viewdocument.php?id=7178)
INTRODUCTION

Yuba Community College District Mission (BP 1200)

The primary mission of the Yuba Community College District is to provide rigorous, high quality degree and certificate curricula in lower division arts and sciences and in vocational and occupational fields as well as business-focused training for economic development. An essential and important function of the District is to provide remedial instruction, English as a second language instruction, and support services which help students succeed at the postsecondary level. Additionally, an essential function of the District is to provide adult noncredit educational curricula in areas defined by the State.

Board of Trustees’ Vision Statement

The vision of the Yuba Community College District Board of Trustees is to ensure student success by:

- Providing an innovative, world-class learning environment;
- Building and maintaining an atmosphere of trust within the college district and with our communities;
- Developing and maintaining programs and facilities that best meet the needs of our students and communities;
- Stewarding resources strategically to meet the diverse needs of our communities and region;
- Providing educational, economic, cultural, and civic leadership for our communities and region.

Adopted October 12, 2011

About This Handbook

The Academic Employee Handbook is not a contract and is meant for informational purposes only. The current collective bargaining agreements for academic employees can be found at https://www.yccd.edu/central-services/hr/labor-relations/.

The Faculty Association of the Yuba Community College District (FAYCCD) represents full-time faculty. Information about FAYCCD, including officers, representatives and contact information, can be found at http://ftfaculty.org/.

Adjunct faculty throughout the district are represented by the Yuba College-American Federation of Teachers (YC-AFT). Information about YC-AFT is located at http://aftyuba.org/.

This Academic Employee Handbook lists typical information used by faculty in their day-to-day responsibilities and is intended to be used in conjunction with the Board Policies and Administrative Procedures as well as the collective bargaining agreement.
Information is listed by topic with general information that applies to both colleges listed first. If applicable, this is followed by additional information that applies to a specific college.

The District/College/Academic Senate Leadership (DCAS) reviews the handbook annually. If you have suggestions for improving the handbook or find broken links or anything that is unclear, please contact academicemployeehandbook@goyccd.onmicrosoft.com.

**EMERGENCY PROCEDURES**

Emergency procedures are available online at the following link:

- WCC: [https://wcc.yccd.edu/student/EmergencyProcedures/](https://wcc.yccd.edu/student/EmergencyProcedures/)
- YC: [https://yc.yccd.edu/student/EmergencyProcedures/](https://yc.yccd.edu/student/EmergencyProcedures/)

**EMERGENCY MESSAGING SYSTEM**

In an effort to communicate during times of emergencies, YCCD provides a multi-platform solution using a product called Catapult. 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 online 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. In addition, everyone is requested to supply their mobile number.

**WOODLAND COMMUNITY 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) 661-5722.
- Contact the Office of the President – (530) 661-5711 or (530) 661-5712

After Regular Office Hours (Monday – Friday from 5:00 pm to 9:00 pm and Saturdays)
- Phone appropriate emergency agency – Dial 911 – report the location and nature of the emergency.
  - If calling from a campus phone, dial 9-911 – this will also notify the President’s office and Campus Police.
- Campus Police Cell Phone – (530) 681-8782

**LAKE COUNTY CAMPUS**

- Phone appropriate emergency agency – Dial 911 – report the location and nature of the emergency.
  - If calling from a campus phone, dial 9-911.
  - In case of fire at the Lake County Campus, break fire alarm.
- Contact Lake County Campus, (707) 995-7900, and file report.
COLUSA COUNTY CAMPUS

- Phone appropriate emergency agency – Dial 911 – report the location and nature of the emergency.
  - If calling from a campus phone, dial 9-911.
  - In case of fire at the Colusa County Campus, break fire alarm.
  Contact Colusa County Campus, (530) 668-2500, and file report.

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 – Friday from 5:00 pm to 9:00 pm)
- Evening Supervisor – (530) 741-8714
- Campus Police Cell Phone – (530) 870-1158
- Dial 911 (If calling from a campus phone, dial 9-911). Indicate location and nature of the emergency.

OUTREACH OPERATION - BEALE A.F.B.

- Notify Beale A.F.B. Base Operators, (530) 634-3000, or Base Police Security Forces, (530) 634-2131, of location and nature of the emergency.
- Contact Yuba College at Beale, (530) 788-0973, and file report.

SUTTER COUNTY CAMPUS

- Phone appropriate emergency agency – Dial 911 – report the location and nature of the emergency.
  - If calling from a campus phone, dial 9-911.
  - In case of fire at the Sutter County Center, break fire alarm.
- Contact Sutter County 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.
ONBOARDING

WOODLAND COMMUNITY COLLEGE

- Paperwork:
  - If this is your first semester teaching in this District, your paperwork including Livescan fingerprint requirement must be complete before you enter the classroom.
    - Contact Human Resources (530) 741-6978 if you have any questions regarding this paperwork.
  - Once your minimum qualifications have been established, your Livescan fingerprint requirement has been processed through DOJ and our police department, and your employment has been confirmed by the appropriate administrator, you will be activated on our college computer system.
    - Confirmations will be processed through Human Resources and either mailed to you by U.S. mail or put in your designated adjunct faculty mailbox.
  - For all questions regarding salary please contact the Human Resources Department by phone/voice mail (530) 741-6978

- Orientation
  - There will be an orientation scheduled, you should attend. (Can qualify for FLEX credit – see page 26 for details)

- Keys
  - Key request forms are located in the Mailroom; you will need to fill out the form and take it to the WCC Vice President or Executive Dean of Lake County Campus.
    - Please see AP 3501 for more details.

- Copy Code
  - A code will be issued to you after your paperwork is approved. If you do not have one prior to the first day of class, please contact the WCC Assistant of the Dean of Instruction, LCC Director of Campus Operations, or CCC Campus Operations Specialist.

For any other clarifications, please contact the Assistant to the WCC Vice President, Academic and Student Services at (530) 661-4222.

YUBA COLLEGE

- Paperwork:
  - Be sure your paperwork is complete in the Human Resources Department. If this is your first semester teaching or counseling in this District, your paperwork including Livescan fingerprint requirement must be complete before you enter the classroom or counsel students.
    - Contact Human Resources (530) 741-6978 if you have any questions regarding this paperwork.
Once your minimum qualifications have been established, your Livescan fingerprint requirement has been processed through DOJ and our police department, and your employment has been confirmed by the appropriate administrator, you will be activated on our college computer system.

- Confirmations will be processed through Human Resources and either mailed to you by U.S. mail or put in your designated adjunct faculty mailbox.

- For all questions regarding salary please contact the Human Resources Department by phone/voice mail at (530) 741-6978

- **Orientation**
  - There will be an orientation scheduled, you should attend. (Can qualify for FLEX credit – see page 26 for details)

- **Keys**
  - Key request forms may be obtained from the Office of the Division Dean, (530) 788-097, or from the Sutter County Center Director of Campus Operations, (530) 751-5557.
    - Please see AP 3501 for more details.

- **Copy Code**
  - A code will be issued to you after your paperwork is approved. If you do not have one prior to the first day of work, please contact the Office of the Division Dean.

For any other clarifications please contact the Executive Assistant to the Vice President, Academic and Student Services at (530) 741-6766.

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**MENTORSHIP**

**YUBA COLLEGE**

A pilot version of the Yuba College Faculty Orientation & Peer Mentoring Group began Fall 2016. This program centers around sustained professional learning designed to foster community within the classroom and across the campus, and to promote institutional engagement and leadership by both full time and adjunct faculty. Participation will ideally involve a two-year commitment for purposes of (1) expanding community, (2) transitioning mentees into leadership roles (mentors) in year two, (3) expanding professional learning, and (4) allowing for integration of mid-year hires. Initial funding sources will include Basic Skills Initiative (BSI) and Student Equity Funds.

For additional information on mentorship, contact Carla Tweed at (530) 741-6761.
ACADEMIC EMPLOYEE ABSENCES AND SUBSTITUTES

ABSENCES

Except in an emergency, such as accident or illness in immediate family or serious property damage, permission to be absent from the campus must be secured in advance from the Dean/Director, or in her or his absence, the administrator to whom the Dean/Director reports, and the students must be notified in advance. The instructor should notify his or her students in advance both verbally in class and via their student email.

Extended absences will require an approved Leave of Absence. In case of an emergency absence, it is imperative that a telephone call be made to the Dean/Director, prior to 7:45 a.m. if possible, so that notices to students may be placed on classroom and office doors. If an academic employee becomes ill or other emergency arises during the day, he or she should notify the Dean/Director if it becomes necessary to leave campus. Upon return to duty, the faculty member must complete and file with the immediate supervisor a “Report of Absence” for all days, or portions of days, missed when the college was scheduled to be in session. The Supervisor will sign and forward the “Report of Absence” to the Office of Human Resources.

TARDINESS

If an academic employee is running late to class or expecting to be tardy by more than 5 minutes, he or she should call the Dean/Director’s office, which will inform the students and will help make arrangements for the remainder of the class period. In the absence of any other directions, the students are expected to wait until ten (10) minutes past the hour at which time they may assume that the class will not meet and they are free to leave. Academic Employees are expected to follow the policy of being in the classroom at the time the class is scheduled to commence and not leaving until the class is scheduled to end.

SUBSTITUTES

It is the policy of the District to employ a substitute whenever it is apparent to the Dean/Director that an academic employee will be unable to meet his or her classes cumulatively for the minimum required hours as prescribed by Title 5, Section 55002-55002.5, or at the discretion of the Dean/Director. When a prolonged absence is indicated, and a qualified substitute cannot be found immediately, fellow academic employees may be requested to substitute, providing their own instructional assignments make it feasible.

Such a substitute academic employee will be reimbursed at the appropriate EP or adjunct teaching rate. Reimbursement shall begin with the first day of substitute teaching. The Dean/Director will make arrangements for substitute teaching and for obtaining reimbursement after conferring with the Vice President.
WOODLAND COMMUNITY COLLEGE

- Report all absences from class to your Division Dean (WCC) or the Executive Dean (LCC/CCC) and record them on a Leave of Absence Form.
  - Form is located in the mailroom and online at http://php.yccd.edu/hr/viewform.php?id=19

YUBA COLLEGE

- Report all absences from class to your Division Dean and record them on a Leave of Absence Form.
  - Form is located in at your division office and online at: http://php.yccd.edu/hr/viewform.php?id=19

CONTACT INFORMATION

Web directory: https://www.yccd.edu/central-services/directory-of-staff/.

HOME ADDRESSES AND TELEPHONE NUMBERS

All employees are required to have their official mailing address and telephone number on file in the Human Resources Office. An employee’s address and telephone number must be updated immediately whenever changed, and the contact information must be such that the employee can be reached relatively expeditiously.

To update or change your contact information, go to WebAdvisor, login, and then click on the “Employees” menu on the right. You will see an “Address Change” option under “User Account.” There you will be able to update both your address and phone number(s). Make sure to provide this information to your division and/or area secretary. In addition send an email to the Office of Human Resources for your personnel file and notification to TCSIG.

EMAIL

According to AP 3721, “Email has been adopted as the primary mechanism for sending formal communications to students, faculty, and staff.” Students must, therefore, check their assigned studentid@go.yccd.edu email regularly in order to stay abreast of important messages and notifications. Failure to read formal College/District communications sent to students’ yccd.edu email address does not absolve students from knowing and complying with the content of official communications.

Likewise, all employees are expected to check their assigned employeeid@yccd.edu email regularly. Failure to read College/District communication sent to employee email address does not absolve them from knowing and complying with the content of the official communication. Additionally, as faculty should be demonstrating regular and effective
contact in online instruction, the recommendation is for online courses -- email communication between faculty members and students should take place within the Canvas LMS.

As a means to strengthen communication, the District maintains dynamic email lists for specific audiences at https://help.yccd.edu/article/internal-email-lists/. All YCCD permanent staff and all faculty are able to send emails to any of the groups. However, you will receive only those messages sent to your group.

**CAMPUS ACCESS AND PARKING**

**CAMPUS ACCESS KEYS AND CARDS**

[AP 3501](#) prescribes the control, use, and possession of keys and cards to YCCD facilities. All persons issued YCCD keys shall at all times be held responsible and accountable for said keys. Appropriate administrators may request and delegate the issuance of keys only as necessary. The “Key Control Form” must be used in distributing access keys and/or cards to all employees.

Keys that are no longer needed or authorized MUST BE RETURNED. Once an employee no longer has a necessity to possess certain keys to complete their assigned duties, the keys must be returned to the M&O Department. Individuals possessing keys to YCCD facilities are responsible for such keys. All lost keys must be reported immediately to the appropriate department administrator and to the YCCD Police Department. YCCD reserves the authority to charge individuals for the cost of key replacement and/or re-keying of locks caused by loss of keys to campus facilities.

**PARKING**

Academic employees who park in any YCCD parking lot are required to purchase an up-to-date parking permit or daily permit. [AP 6750](#) governs all driving and parking on District Property. Permit parking is enforced in all general lots between 6:00 am and 6:00 pm, Monday through Friday. All general lots require a properly displayed, valid permit during these times. All other parking regulations are enforced 24 hours a day, seven days a week. This includes designated staff spaces, handicap spaces, timed spaces, red zones, yellow zones, and areas not marked (no parking at any time).

To park in handicapped parking, a valid handicapped placard or disabled license plate and a current parking permit must be properly displayed on a vehicle. Designated parking spaces (blue) indicates parking limited exclusively to the vehicles of all disabled persons to include disabled veterans, disabled students, and disabled employees in all District general student parking lots. A valid “Staff” or “Student” parking permit, or Daily Parking Permit also must be displayed in plain view from outside the front windshield.

Some parking spots are designated as "Reserved for Low-Emitting & Fuel Efficient
Vehicles." In order to park in a "Low-Emitting Vehicle" space, the owner must have a DMV Clean Air Vehicle decal posted on the vehicle. If you park in these spaces without the DMV Clean Air Vehicle decal, you will receive a parking citation. You can find out if your vehicle qualifies for such a decal at the California Air Resources Board website.

**Courtesy parking permits** may be obtained from the Office of the Vice President, Executive Dean/Director of Campus Operations for the Sutter, Lake, and Colusa County Campuses, the YCCD Police Department for visiting lecturers or guests. Requests for the courtesy-parking permit must be submitted at least 48 hours in advance.

**PRINTING AND DUPLICATION**

The Yuba Community College District Print Shop is part of User Support Services and provides printing and duplication services for the entire district. The Print Shop is located on the Yuba College Marysville Campus and may be reached at printshop@yccd.edu or 530-741-6809. You may submit an online request for a print job by using the online request form.

While the district is working toward a paperless environment, convenience copiers (MFPs) are available throughout the district and may be utilized from your office or directly from home. They also offer the added convenience of walk-up duplicating, scan and email copies of documents. If providing a digital copy is not sufficient, we encourage you to utilize your departmental copier to print syllabi, handouts and tests.

All students, staff, and faculty in the Yuba Community College District are expected to comply with United States copyright law. Copyrighted material includes such items as books, articles, films, videos, photographs, music recordings and scores, plays, visual art, and architectural drawings. With the advent of the Internet, email, Web information, graphics, databases, and software have been added to the copyright umbrella, thus extending copyright to digital works or those transformed into a digital format. Actions such as copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. In order to use a copyrighted work, one must either have the permission of the copyright holder or qualify for exemption under the provisions of fair use. Refer to AP3750, "Use of Copyrighted Material," for the complete Administrative Procedure to be followed.
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:

1. COURSE TITLE & NUMBER
2. SEMESTER AND YEAR
3. INSTRUCTOR NAME, OFFICE, PHONE NUMBER, AND EMAIL
4. OFFICE HOURS AND LOCATION
5. COURSE DESCRIPTION: Use the course description as stated in the most recent college catalog and as found in the active Course Outline of Record.
6. PREREQUISITES (keep separate from course description on syllabus for emphasis)
7. COURSE SLOS (consistent with statements found in the COR and TracDat).
8. ATTENDANCE POLICY
   o Notification: 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.
   o Authorized Absences: Students attending authorized extracurricular/intercollegiate program activities/field trips 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 student absence/field 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. The “Authorized Student Absence for Approved Activities Form” is required to be completed by the student and signed by the instructor in advance of the absence. Advance notice should be as early as possible, but because of weather and other conditions that can alter the schedule of athletic events, advance notice could be only a one-day notice.
   o Notification of Emergency Absence: Students may request a “Notification of Emergency Absence” form be sent to instructors when they will be absent for several days due to an accident, sickness, bereavement, etc. In such instances, faculty are encouraged to work with students so that they may make up missed coursework. However, it is the responsibility of the student to contact the instructors upon returning to make up missed course work.
9. CHEATING AND PLAGIARISM POLICY
10. GRADING POLICY, PERCENTAGES AND/OR POINTS
   o 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.

11. REQUIRED AND RECOMMENDED TEXTBOOKS AND MATERIALS
12. DAY AND TIME OF THE FINAL EXAM, in accordance with the Final Exam Schedule as posted on the WCC and Yuba College website.
13. DSPS ACCOMMODATIONS
   o Suggested Text: Students with disabilities who believe they may need accommodations in this class are encouraged to contact Department of Supportive Programs and Services (DSPS) at (530) 661-5797 (WCC) or Disabled Students Programs and Services (DSPS) at (530) 741-6795 (YC), 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.

14. WEEKLY TOPICS AND ASSIGNMENT

WOODLAND COMMUNITY COLLEGE

Submit syllabi to the Assistant to your Division Dean (WCC) or the Executive Director of Lake Campus (for Lake and CCC) prior to first day of class, either via email or place a hard copy in their mailbox.

YUBA COLLEGE

Submit syllabi to the Assistant to the Division Dean prior to first day of class, either via email or hard copy.

GUEST LECTURERS AND SPEAKERS

Guest lecturers or speakers can provide information and insights, as well as a change of pace from your regular format. However, on any occasion when you invite a guest lecturer or speaker to your classroom, complete a Guest Lecturers and Speakers Form in advance and file it with your Dean. Also, keep in mind that guest lecturers and speakers cannot be paid and that all sides of an issue must be offered. The instructor must remain in the classroom while the guest lecturer or speaker is present.

In addition, regardless of how informal the activity is, the procedures outlined in AP 3950, Hosting Elected Officials, Dignitaries and Guest Speakers, must be followed. To determine how the procedure applies to your guest, contact the Office of the College President or the Office of the Chancellor.
FIELD TRIPS AND EXCURSIONS

Field trips and excursions provide students with learning experiences that cannot be duplicated inside the classroom. To ensure everything goes smoothly, faculty are encouraged to plan activities well in advance of the semester. Field trips and excursions that are integral to the completion of the course should be listed in the class schedule along with the cost.

For detailed requirements and processes, refer to AP 4300, Field Trips/Excursions and Authorized Student Absences, and the Field Trips and Excursions Handbook.

AUTHORIZED STUDENT CLASSROOM ABSENCE

Students attending authorized extracurricular/intercollegiate program activities/field trips 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.

The Authorized Student Absence for Approved Activities Form is required to be completed by the student and signed by the instructor for an excused absence.

STUDENT LEARNING OUTCOMES (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.

WOODLAND COMMUNITY COLLEGE

How to Access Program and Course SLOs

1. Go to Woodland Community College Faculty & Staff page and select TracDat from the Academics list.

2. You will be taken to the TracDat login screen.

Use the following login:

• Username: if you have not received your username contact Assistant to
Dean of Student Success & Institutional Effectiveness.

- **Password:** if you have not received your username contact Assistant to Dean of Student Success & Institutional Effectiveness.

If you forgot your password, or have not received it, contact the Assistant to Dean of Student Success & Institutional Effectiveness.

3. Click drop down menu next to “Selected Unit.” Select “WCC – [Your Program Name] SLO’s.” 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.
2. Click the “Add NEW SLO” golden button at the bottom of the screen.
3. Enter SLO Name, SLO, and Course Outcome Status (Active). Then click the “Save Changes” golden button at the bottom of the screen.
4. Click the “Means of Assessment” grey tab. Then click the “Add New Assessment Method” golden button at the bottom of the screen.

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.

**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.
4. Click “Select” within box. (Click “Select” next to the Assessment Method you are using.) If you see the message “No Assessment Methods defined” under “Type,” then you have failed to finish all the steps in entering the SLO.
5. 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.
6. Click the “Add Action” link under the “Action Plan” tab at the bottom of the page and write any action or next steps.
7. Click the “Save Changes” button again.

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

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 (530-661-5712) can inform you of the coordinator’s name and contact information.

YUBA COLLEGE

How to Access Program and Course SLOs

1. Go to Yuba College Faculty & Staff page and select TracDat from the Academics list.

2. 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.

3. Click drop down menu next to “Selected Unit.” Select “YC – [Your Program Name] SLO’s.” 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.

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

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

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

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.

**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.

4. Click “Select” within box. (Click “Select” next to the Assessment Method you are using.) If you see the message “No Assessment Methods defined” under “Type,” then you have failed to finish all the steps in entering the SLO.

5. 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.

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

7. Click the “Save Changes” button again.

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

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 (530-661-5712) can inform you of the coordinator’s name and contact information.
PROGRAM REVIEW

Program Review, whether for instructional programs or student services and support programs, is a way for faculty, administrators, and staff to understand how to improve what they do. If conducted thoroughly, Program Review can be a powerful way for us help more students reach their educational goals. Program Review should help faculty, administrators, and staff do the following:

- Engage in continual self-evaluation and reflection. This will help us understand what’s working and what’s not working and inform strategic changes that will foster more student success.
- Assess how our efforts are affecting student learning so that we can continually improve the ways we help students learn.
- Analyze and prioritize what resources we need to help us in our endeavors.

The Accrediting Commission for Community and Junior Colleges (ACCJC) requires that Program Review include program curricular review and analysis of impact on educational quality and student success. Specifically, Program Review should include comprehensive and meaningful analysis of data with emphasis on disaggregated enrollment, program completion, success trends and instructional delivery modes. ACCJC also requires that Program Review include evidence that SLO assessment data are used for institutional self-evaluation, planning, and improvement of teaching and learning. Finally, ACCJC requires that regular Program Review form the basis of institutional improvements and other action.

WOODLAND COMMUNITY COLLEGE

Contact: Dean of Student Success & Institutional Effectiveness
Phone: (530) 661-2536

How to Access Program Review

1. Go to Woodland Community College Faculty & Staff page and select TracDat from the Academics list.

2. 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.

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


**YUBA COLLEGE**

Contact: Cassie Leal, Research Analyst
Phone: (530) 741-6605

**How to Access Program Review**

1. Go to Yuba College Faculty & Staff page and select TracDat from the Academics list.

2. Click on the TracDat link under “Portal Links” on the right side of the page.

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 cleal@yccd.edu.

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

5. Select “YC – [Your Program Name] Program Review.”

For more information about Yuba College’s Program Review visit: [https://yc.yccd.edu/about/ssie/review/](https://yc.yccd.edu/about/ssie/review/)
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.
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 Positive Attendance Tracking (PA Track) 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.”

**INSTRUCTOR DROP**

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.**

**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. the Friday immediately preceding the Census Date during each semester or session.

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

1. Log into Portal Guard (login.yccd.edu)
2. Click on the WebAdvisor tile
3. Click WebAdvisor for Faculty
4. Click Faculty Information
5. Click “No Show Drops – Before Census Date”
6. Click Drop-Down menu
7. Select the semester you want
8. Click Submit
9. Click the radial button for the class you want to drop students from
10. Click Submit
11. Select students
12. Click Submit

**HOW TO SUBMIT CENSUS REPORTS**

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

1. Log into Portal Guard (login.yccd.edu)
2. Click on the WebAdvisor tile
3. Click WebAdvisor for Faculty
4. Click Faculty Information
5. Click Census Certification
6. Click Drop-Down menu for the semester you want
7. Click Submit
8. Click the radial button for the class you want to submit census
9. Click Submit (A SECOND TIME)
10. Verify that there is an “X” under the census column to ensure submission on the page that lists your courses.

You will receive an automated email reminder seven (7) days before and one (1) day before your class census is due. If still incomplete, you will receive another reminder one (1) day after it is due.

---

**FACULTY**

**Census Class Selection**

<table>
<thead>
<tr>
<th>Choose One</th>
<th>Census</th>
<th>Course Name and Title</th>
<th>Term</th>
<th>Room</th>
<th>Meeting Times</th>
<th>Days of Week</th>
<th>Census Date</th>
<th>Census Status</th>
<th>Funding Method</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
<td>ASTRO-1C-0001 Intro to Astro</td>
<td>2018FA</td>
<td>NET</td>
<td>MWF</td>
<td>TTH</td>
<td>06/02/18</td>
<td>Open</td>
<td>Weekly</td>
</tr>
<tr>
<td></td>
<td>X</td>
<td>ECA-26-0071 MS PowerPoint</td>
<td>2018FA</td>
<td>WNET</td>
<td>MWF</td>
<td>TTH</td>
<td>08/02/18</td>
<td>Open</td>
<td>Daily</td>
</tr>
</tbody>
</table>

---

An 'X' under the Census column indicates certification processed.
GRADES

Final grades are due to the Registrar no later than three (3) business days after the end of the semester/course (whichever is sooner). Instructors who fail to complete this obligation on time will seriously jeopardize students who need transcripts for transfer, scholarships, graduation, etc. Grade books should be retained for two (2) years from the class end date as that is the time allowed for students to file a grade change petition. See AP 4231, Grade Changes, for details.

MEANING OF GRADES

Credit Courses

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>FW</td>
<td>Failing withdrawal (requires LDA*)</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>0</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass (requires LDA*)</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>0</td>
</tr>
</tbody>
</table>

*LDA (Last date of attendance for an academically related activity). Dept. of Education definition of academically related activity: Examples include, but not limited to attending a class session, submitting an academic assignment, taking an exam, participating in an online discussion about academic matters.

Non-Credit Courses

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZP</td>
<td>Non-credit pass</td>
<td>0</td>
</tr>
<tr>
<td>ZNP</td>
<td>Non-credit no pass</td>
<td>0</td>
</tr>
<tr>
<td>ZSP</td>
<td>Non-credit satisfactory progress</td>
<td>0</td>
</tr>
</tbody>
</table>

Instructors should proofread carefully to see that the correct grade is posted in WebAdvisor for each student 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.
**GRADE SUBMISSION**

Grade submission is done electronically through WebAdvisor, under “Final Grading.”

1. Access WebAdvisor via login.yccd.edu
2. Click on Final Grading under Faculty Information
3. Select the Term, click Submit
4. Choose the appropriate course, click Submit
5. Input all grades, if submitting ‘FW’ or NP you must submit a last date of attendance. In compliance with AP 4230 and Department of Education requirements, the last date of attendance should be after the last date to drop with a ‘W’ at an academically related activity (i.e. attending a class session, submitting an academic assignment, taking an exam, participating in an online discussion about academic matters).

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Grade</th>
<th>Last Date of Attendance</th>
<th>Midterm Grade</th>
<th>Class Level</th>
<th>Credits</th>
<th>CEUs</th>
<th>Cross-Listed Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td></td>
<td>N</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
<td></td>
<td>N</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
<td></td>
<td>N</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
<td></td>
<td>N</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FW</td>
<td></td>
<td>11/25/2019</td>
<td>N</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. If ‘FW’ or ‘NP’ grade is not submitted with a last date of attendance, the system will populate an error message ‘Final grade of FW or NP requires a last date of attendance’.
7. The error will remain until a last date of attendance is input and the system will not allow you to save the grade inputs.

8. Once the requirements are complete and grades submitted you will receive a Grading Confirmation Form.

**GRADE CHANGES AND INCOMPLETES**

The “Grade Change” form can be used to correct an error in grading in accordance to AP 4231. The “Grade Change” form is found on the college’s Faculty and Staff webpage, under the “Academics” area.
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 college’s Faculty and Staff webpage, under the “Academics” area.

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 year (of the end of the primary terms) 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.

If your class is numbered as a 500 level class, it is a Non-Credit class, and you do not submit traditional grades. Please input grades using the noncredit grading system (ZP, ZNP, ZSP). Additionally, it is essential that you enter ALL hours of attendance through the Positive Attendance Tracking link, since the college is paid for the attendance of 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, the process for discipline, and the potential sanctions as outlined within that document.

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 Woodland Community College Vice President (530-661-5712), Yuba College Vice President (530-741-6766), or Executive Dean of the Lake County Campus (707-995-7904).

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, Vice President or Executive Dean. 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 (or the Executive Dean of the Lake County Campus if the offense occurs in a course offered by the Lake County Campus) 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 (and Executive Dean if appropriate) should be made within five days of the instructor’s discovery of the offense. The Vice President or Executive Dean may impose a more serious form of discipline, such as probation, if deemed appropriate.
FLEXIBLE CALENDAR PROGRAM (FLEX)

The flexible calendar program 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

Refer to the Flex Guidelines for more details.

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.
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.

6. Click on the “Proposed Activities” tab. This screen contains no activities after the first login. Later you will see here all proposed activities.
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 a particular college (W-number = Woodland Community College; Y-numbers = Yuba College).

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).

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, including upcoming workshops can be found at https://apps.yccd.edu/flex/. Documents include the YCCD Flexible Calendar Program Guidelines, and the Chancellor's Office Flex Calendar Guidelines.
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/Woodland 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.

Yuba College Librarian: (530) 741-6592
Woodland College Librarian: (530) 668-3688
Marysville Circulation: (530) 741-6755
Sutter County Center Circulation: (530) 751-5561 / (530) 751-5562
Lake County Campus Circulation: (707) 995-7921
DSPS

DSPS provides educational support services and academic accommodations for students with verified disabilities who are enrolled in courses in the District.

WOODLAND COMMUNITY COLLEGE

Woodland Community College Department of Supportive Programs and Services (DSPS) contact information:

Woodland Campus Building 700, Room 764  
Phone: (530) 661-5797  
TTY: 661-5786  
Email: msuarez@yccd.edu  
Webpage: https://wcc.yccd.edu/student/DSPS/

Lake County Campus Building 100, Room 141A  
Phone: (707) 995-7910; TTY 995-4183  
Email: kboles@yccd.edu  
Webpage: https://lcc.yccd.edu/student/DSPS/

YUBA COLLEGE

Yuba College Disabled Students Programs and Services (DSPS) contact information:

Marysville Campus, Building 1800  
Phone: (530) 741-6795  
Video Phone: (866) 274-7530  
Email: dspsinfo@yccd.edu  
Webpage: https://yc.yccd.edu/student/DSPS/

FACULTY EVALUATIONS

Information on the faculty evaluation process is located in Article 6 of the FAYCCD Agreement for full-time faculty and in Article 11 of the YC-AFT Agreement for part-time faculty. Related forms are available at https://district.yccd.edu/hr/forms/.
STUDENT ACCIDENTS AND INJURIES

In all cases of student accidents, the instructor must complete the YCCD Student Accident Report (see next page) and send it to the Executive Assistant of the Vice President immediately. The instructor should also notify his or her immediate supervisor. If no instructor or staff member was present at the time of the accident, the employee to whom the accident is being reported should complete the YCCD Student Accident Report.

If it is a life-threatening injury, call 911. (If calling from a campus phone, dial 9-911). If it is not life threatening, the student may see his or her doctor or go to any medical facility of his or her choice for the injury.

Yuba Community College District students are covered by an Accident Insurance Policy for accidents and injuries sustained while students are on and/or off campus participating in school related activities. The policy has a maximum liability amount of $25,000. Coverage is subject to the terms and conditions of the policy, which is available for review in the president’s office.

Please note that Yuba Community College District does not offer a health insurance plan for its students. Students should be informed that if they are enrolled in a healthcare plan, the Student Accident Insurance Policy will be considered secondary coverage. If a student does not have a healthcare plan, then the Student Accident Insurance Policy will be considered primary coverage up to the maximum limit and subject to the terms and conditions of the Policy.

The Student Accident Insurance Policy information will be provided upon request by the Executive Assistant to the Vice President.

WOODLAND COMMUNITY COLLEGE

The instructor or staff completing the report should provide the student with the phone number of the Executive Assistant of the Vice President (530-661-5712) or Executive Dean (707-995-7904), and the student should contact him or her regarding the injury as soon as possible. Detailed procedures are available in the WCC Student Accident Report Procedures.

YUBA COLLEGE

The instructor or staff completing the report should provide the student with the phone number of the Executive Assistant of the Vice President (530-741-6766), and the student should contact him or her regarding the injury as soon as possible. Detailed procedures are available in the YC Student Accident Procedures.
Yuba Community College District
Student Accident Report
To be completed by the Faculty/Staff

<table>
<thead>
<tr>
<th>Identification of injured person:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Best Contact Telephone:</td>
</tr>
<tr>
<td>Person injured (check one):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of Accident: Describe in detail how and where the accident occurred and what happened to the person involved (attach additional pages as needed).</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Date of Accident: ___________________________ Time: ___________________________ am / pm</td>
</tr>
<tr>
<td>2. Place where accident occurred: ______________________________________________________</td>
</tr>
<tr>
<td>3. Describe how accident occurred – give all possible details: ________________________________________________________________</td>
</tr>
<tr>
<td>4. Type of injury (Indicate part of body injured – e.g., broken arm, sprained ankle, etc.) ______________________________________________</td>
</tr>
<tr>
<td>5. Who was the instructor/supervisor? ________________________________________________</td>
</tr>
<tr>
<td>6. What action was taken? __________________________________________________________</td>
</tr>
<tr>
<td>7. In case of an emergency, who should be notified?</td>
</tr>
<tr>
<td>Name: ___________________________ Phone: ___________________________</td>
</tr>
<tr>
<td>Address: ___________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Person Making Report:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Name: ___________________________ Position: ___________________________</td>
</tr>
<tr>
<td>Signature: ___________________________ Date: ___________________________</td>
</tr>
</tbody>
</table>

Submit Report to the Office of the Vice President, Academic and Student Services

Vice President Office Use:
Student Accident Claim Submitted by: ___________________________ Date Submitted: ___________________________
Retain Original in the Office of the Vice President, Academic and Student Services
Send Copies to: 1. Area Dean 2. Vice Chancellor, Administrative Services 3. Maintenance Department

09/2019
EMPLOYEE ACCIDENTS AND INJURIES

The faculty member should report the incident immediately to his or her dean or director. Non-injury incidents should also be reported immediately. After reporting the incident to their dean or director, the employee should call the Company Nurse to report the injury. The employee and/or dean or director shall also contact the Office of Human Resources immediately to alert them of the injury.

The dean or director will use fact-finding questions:
- Ask the injured person or witness to show how the incident/accident happened.
- Review the physical cause, such as equipment, improper apparel, slippery floors, or other working conditions.
- Completely describe the incident, including lighting, walking surface, weather, measurements, and any other conditions that could have contributed to or prevented the incident.
- Review possible personal causes, such as dangerous practices, inability, inexperience, poor judgment, and disobeying rules.
- Decide the necessary measures to prevent similar incidents in the future. Report any defective equipment or working conditions to the responsible administrator.

Within 24 hours of the incident, the employee must also complete an "Employee Work-Related Incident/Accident Report." If the injury does not qualify as a “First Aid Claim” as defined in 8 CCR 14311 (to be determined by a medical facility physician), and the employee has already sought medical treatment, the employee will need to complete a “Workers’ Compensation Claim Form DWC 1.”

The dean or director must complete the “YCCD Incident/Accident Investigation Report” within 24 hours of the incident/accident. The manager should keep a copy for his or her records and send the original to the Personnel Analyst at Human Resources (530-741-6975).

If medical treatment is necessary, the employee may receive treatment from:

Yuba: Adventist Health and Rideout Occupational Health & Drug Testing Services
1531 Plumas Court
Yuba City, CA 95991
(530) 751-4900

Clear Lake: Ukiah Valley Job Care
232 B Hospital Dr.
Ukiah, CA 95482
(707) 467-4994
The Office of Human Resources will direct an injured employee to a Worker’s Comp clinic closest to them. In the event that an employee has completed a Pre-Designation of Personal Physician form, the employee may schedule an appointment with the physician’s office who is listed on the form. The Office of Human Resources will verify the file to ensure that we have received the Pre-Designation of Physician form. If the employee chooses to use another physician or a facility, the employee is responsible for the cost of all visits. The medical doctor will provide a “Work Activity Status Report” to the employee. It is the employee’s responsibility to provide the medical “Work Activity Status Report” to his or her dean or director and to the Office of Human Resources.

The District insurance carrier, Keenan and Associates, may need to complete a work site visit; if so, it will verbally inform the employee and the Executive Dean of the findings and recommendations during the site visit. A written report is submitted to the Office of Human Resources.

**REPORTING IT ISSUES**

If you are experiencing an IT issue—such as with a computer, telephone, or audio/visual equipment please send an email to helpdesk@yccd.edu or call 530-741-6981.

**REPORTING FACILITIES ISSUES**

If you witness issues of concern on the college grounds or in college facilities, please report them to your division secretary or, at the Sutter County Center and the Lake County Campus, to the Director of Campus Operations. All facilities issues are reported to the District Maintenance and Operations department via work orders submitted by your division secretary or Director of Campus Operations has access to this online resource. Classroom issues take priority over all others. If there is a pressing classroom facility issue, please contact your division secretary or Campus Operations Director at once so that a call may be placed to district services.

**Normal Type Maintenance/Custodial Service Requests:**

1. Normal maintenance and custodial needs can be addressed by writing a work order request in NetFacilities per one of the following:
a. Most employees can write a work order. Email names of staff that need to write work orders to Bill Granger at wgranger@yccd.edu to be given access to NetFacilities.

b. Netfacilities web page: https://system.netfacilities.com/

2. Requests can also be directly emailed to Rita Ordiway at rordiway@yccd.edu. Rita will write the work order for you if you do not know how or do not feel comfortable writing it.

**Urgent Maintenance/Custodial Service Requests:**

1. Call the Maintenance Department at 530-741-6775.
   a. Include this information with your request:
      i. Your Name
      ii. Date and time
      iii. Location: Campus/Building No./Room No., or other description.
      iv. Description of service need and if students are impacted.
      v. If immediate safety, security, health issues are present and what they are. (smell of gas, toilet overflowing, roof leak, etc.)
      vi. How you can be reached if more information is needed.

2. Urgent requests can also be called-in through one of the following staff:
   a. Rita Ordiway, 530-740-1715.
   d. Bill Granger, office phone: 530-741-6776 or cell phone: 530-713-9838.
   e. David Willis, YCC District, cell phone: 916-747-4262.
   f. If you cannot reach any of the above staff, please email, Rita, Michael Sinn for Woodland Community College Locations, Bryan Epp for Yuba Community College locations, and copy Dave Willis.

**SIGNIFICANT ADMINISTRATIVE PROCEDURES**

District Administrative Procedures (APs) outline basic policies and procedures with which all faculty should be familiar. For instance, the following procedures are some of particular significance to faculty:

- **AP 3050**: Institutional Code of Ethics
- **AP 3410**: Nondiscrimination
- **AP 3430**: Prohibition of Harassment
- **AP 3435**: Discrimination and Harassment Investigations
- **AP 3500**: Campus Safety
- **AP 3501**: Key Control
- **AP 3510**: Workplace Violence Plan
- **AP 3515**: Reporting of Crimes
- **AP 3516**: Registered Sex Offender Information
- **AP 3518**: Child Abuse Reporting
- **AP 3530**: Weapons on Campus
- **AP 3540**: Sexual Assaults on Campus
- **AP 3550**: Drug Free Environment and Drug Prevention
- **AP 3560**: Alcoholic Beverages
- **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 4010**: Academic Calendar
- **AP 4020**: Program and Curriculum Development
- **AP 4021**: Program Discontinuance
- **AP 4022**: Course Approval
- **AP 4025**: Philosophy and Criteria for Associate Degree and General Education
- **AP 4040**: Library and Learning Support Services
- **AP 4100**: Graduation Requirements for Degrees and Certificates
- **AP 4101**: Independent Study
- **AP 4103**: Work Experience
- **AP 4105**: Distance Education
- **AP 4225**: Course Repetition
- **AP 4226**: Multiple and Overlapping Enrollments
- **AP 4230**: Grading Symbols
- **AP 4231**: Grade Changes
- **AP 4232**: Pass/No Pass
- **AP 4235**: Credit by Examination
- **AP 4260**: Prerequisites and Corequisites
- **AP 4300**: Field Trips/Excursions
- **AP 4510**: Final Examination
- **AP 4530**: Academic Specific Handbooks
- **AP 4600**: News Media
- **AP 5031**: Instructional Materials Fees
- **AP 5070**: Attendance
- **AP 5075**: Course Adds and Drops
- **AP 5110**: Counseling
- **AP 5140**: Disabled Student Services and Programs
- **AP 5500**: Standards of Conduct
- **AP 5520**: Student Discipline Procedures
- **AP 5530**: Student Rights and Grievances
- **AP 5700**: Athletics
- **AP 6750**: Driving and Parking on District Property
- **AP 6800**: Safety
- **AP 6810**: Chemical Hygiene Plan
- **AP 7145**: Personnel Files
- **AP 7161**: Flex Guidelines
- **AP 7215**: Academic Employees: Probationary Contract Faculty
- **AP 7216**: Academic Employees: Grievance Procedure for Contract Decisions
- **AP 7340**: Leaves
- **AP 7342**: Family Medical Leave Act/California Family Rights Act Eligibility
- **AP 7344**: Notifying District of Illness
- **AP 7360**: Discipline and Dismissal - Academic Employees
- **AP 7366**: Reinstatement
- **AP 7370**: Political Activity
- **AP 7371**: Personal Use of Public Resources

Additional APs may be found at [https://go.boarddocs.com/ca/yccd/board.nsf/public](https://go.boarddocs.com/ca/yccd/board.nsf/public). To view the Administrative Procedures, select “Policies” on the right. Then, on the left side, change “Book: Board Policies” to “Book: Administrative Procedures”.