



## Faculty Resources



4200 Farm Hill Boulevard, Redwood City, CA 94061

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## **Message from the President**

**Dear Colleagues,**



Welcome to Cañada College! I am pleased that you're joining the Cañada family and we want you to feel at home here.

At Cañada College, we take pride in creating a welcoming and collegiate environment for students and employees alike. This is because of the dedicated faculty and staff who are committed to ensuring that our students have the appropriate support to be successful. We know the impact that a college education can have on our student's lives and, collectively, we are focused on their success.

Our intimate campus is known for its familial environment because of the caring and friendly nature of our employees and I am confident that you will find your own special place here among friends and colleagues. There are many people, resources and services available to assist you as you settle in and make your distinctive contribution to the College. Please don't hesitate to call on your supervisor and colleagues for information and advice. In addition, we invite you to participate in our intra-campus organizations and take advantage of many professional development opportunities available.

For nearly 50 years, Cañada College has provided enriching and life-changing educational opportunities for the residents of San Mateo County. With the encouragement and guidance from each of you, our students can pursue their goals and achieve their dreams. We hope you will take pride in your new workplace and I look forward to seeing you around campus.

Sincerely,

Jamillah Moore,  
Ed.D President  
Cañada College

## **Cañada College Mission**

Cañada College provides our community with a learning-centered environment, ensuring that students from diverse backgrounds have the opportunity to achieve their educational goals by providing transfer, career/technical, and basic skills programs, and lifelong learning. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively to make analytical judgments, and understand and appreciate different points of view within a diverse community.



## Quick Facts

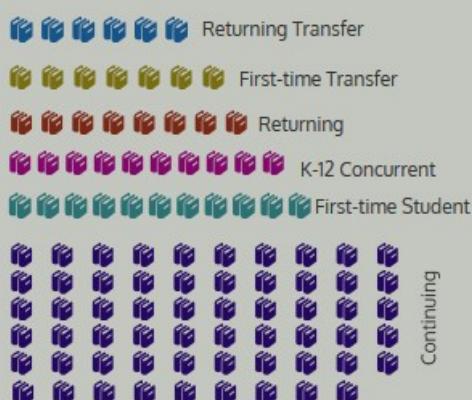
# Cañada College Quick Facts

Cañada College has served more than half a million students since 1968. The 131-acre campus in San Mateo County serves the South County, including Redwood City, San Carlos, Menlo Park, East Palo Alto, La Honda, Portola Valley, and Woodside.

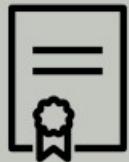
### Student Race & Ethnicity



### Enrollment Status



## Academics



262 Certificates



292 Degrees



116 Programs

## Operations

### Student Headcount



11,178

### Annual Operating Budget



\$21 M

### Student/Faculty Ratio



25:1

## Faculty Quick Guide

G-Number	G-numbers serve as a district identification number for all documents, portals, etc. The District assigned G- numbers upon processing employment paperwork.
Email	<p>Access SMCCD email on the web: <a href="http://mail.smccd.edu">http://mail.smccd.edu</a></p> <p>The District assigns an email address and login information for each employee once hiring paperwork has been processed.</p> <p>Faculty teaching a fully face-to-face course are strongly encouraged to use District email as a primary method for online communication; however, email can be forwarded to a different email client.</p> <p>Faculty teaching a Distance Education course – any course that is web-assisted, hybrid, or fully online – are required to use the District email address as the primary method for online communication. Those teaching online are required to check SMCCD email frequently.</p>
Phone/ Voicemail	<p>Full-time Faculty: A phone number extension will be assigned once the hiring process is complete and an office has been assigned. All full-time faculty have access to voicemail service, with voicemail messages forwarded to email.</p> <p>Adjunct Faculty: Voicemail only 650-378-7300 x_____ (5-digit extension)</p> <p>Voicemail messages are forward to individual email. Voicemails are transcribed in the body of an email and available for listening by clicking on the attachment.</p>
Committees	<p>As a member of the campus community, all faculty members are encouraged to attend Participatory Governance Committee meetings on campus. A calendar of Cañada's Participatory Governance Committees can be found on the <a href="#">Standing Committees Calendar page on the PRIE webpage</a>. All meetings are open to the public.</p> <p>Departments and divisions establish their own meeting schedules. Not all information will be sent through email, so attending department and division meetings is important for staying informed.</p>
Academic Senate	<p><a href="#">Academic Senate</a> is the primary governing body for faculty.</p> <p>The Academic Senate meets on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month from 2:10 p.m. – 4:00 p.m. in Building 2, Room 10.</p> <p>All are welcome to attend Academic Senate meetings.</p> <ul style="list-style-type: none"> <li>• Hyla Lacefield – President</li> <li>• [vacant] – Vice President</li> <li>• Lisa Palmer – Secretary</li> <li>• Sarah Aranyakul – Treasurer</li> <li>• Candice Nance Carrigan and Katie Schertle – Curriculum Committee Co-Chairs</li> </ul>
AFT	<p>AFT Website: <a href="http://www.aft1493.org/">http://www.aft1493.org/</a></p> <p><b>Issues and Problems</b></p> <p>Faculty members are fully represented by AFT 1493. Faculty who feel they have not been treated justly according to the contract and/or best practices should contact a Cañada Representative. This is especially true for questions, issues, or problems regarding:</p> <ul style="list-style-type: none"> <li>• Course assignment (or lack thereof)</li> <li>• Peer evaluation</li> </ul> <p>An unjust requirement that is not in compliance with the contract or best practice</p>

<b>AFT (Cont).</b>	<p><b>Cañada Representatives</b></p> <ul style="list-style-type: none"> <li>• Monica Malamud - President</li> <li>• Paul Naas – Chapter Chair</li> <li>• Salumeh Eslamieh – Executive Committee Co-Rep.</li> <li>• Doniella Maher – Executive Committee Co-Rep.</li> </ul> <p>Cañada's AFT Representatives will work in order to resolve the issue as quickly and justly as possible. If it is deemed necessary, the union can initiate a grievance process. Grievance processes are outlined in the <a href="#">contract, Article 17</a>. It is a confidential process; no one will have information regarding the grievance process outside of the parties involved.</p>
<b>Adjunct Health Benefits</b>	<p>Adjunct Faculty who teach at least six units in a semester have two options for health benefits:</p> <ol style="list-style-type: none"> <li>1. District exchange with prorated rates</li> <li>2. District reimbursement (up to \$600 per six-month period; Jan. – June; July – Dec.) for Covered California.</li> </ol> <p>Look for emails from either David Feune or Anahi Aguilar for more information on this, or visit the <a href="#">District's Human Resources Compensation and Benefits</a> site, or view a <a href="#">breakdown of benefits available</a>.</p>
<b>Evaluations</b>	<p><b>Full-time Faculty</b></p> <p>As per the AFT contract negotiated with the District, all new full-time, tenure-track Faculty will be evaluated in their first year, with the focus on meeting the criteria related to the Faculty member's primary assignment, and each year for the next three years. The tenure review committee consists of four tenured colleagues from within the Division, one of whom is a discipline expert. The evaluation includes a student questionnaire, peer observation, division Dean evaluation of non-teaching responsibilities, self-evaluation, and faculty portfolio. After completing these processes, the committee will review the entire process, reach a decision, and prepare a professional activity plan for the faculty member if continued employment is granted.</p> <p><b>Adjunct Faculty</b></p> <p>As per the AFT contract negotiated with the District, all Adjunct Faculty will be evaluated during their first semester of work with the campus, and then every fourth semester during the next eight semesters of employment. After that, Adjunct Faculty will be evaluated every sixth semester of employment. Each evaluation will include a classroom observation and portfolio review (including syllabi and exams/quizzes) by a full-time peer; course evaluation by students in the observed course; self-evaluation; Dean's evaluation of non-teaching responsibilities. The peer Faculty member will review the information with the Division Dean prior to discussing results with the individual evaluated. If it is deemed necessary, individuals may be subject to a second evaluation in the following semester.</p> <p>More information on Faculty Evaluations can be found on <a href="#">AFT 1493's website</a>.</p>
<b>Flex Time</b>	<p>Flex time is time spent working on integral aspects of campus life away from the classroom. This includes:</p> <ul style="list-style-type: none"> <li>• Course instruction and evaluation</li> <li>• Staff development, in-service training and instructional improvement</li> <li>• Program and course curriculum or learning resource development and evaluation</li> <li>• Student personnel services</li> <li>• Learning resource services</li> <li>• Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty and staff diversity</li> <li>• Departmental or divisional meetings, conferences and workshops, and institutional research</li> <li>• Other duties as assigned by the district</li> <li>• Necessary supporting activities for the above</li> </ul> <p>For each semester, full-time faculty should keep track of Flex Time with the <a href="#">Flex Form</a> found on the District Academic Senate webpage. The form should be submitted to the Division Assistant by the end of each semester.</p> <p>Adjunct Faculty are strongly encouraged to participate in Flex Day Activities which typically occur throughout the semester.</p> <p>For more on Flex Day obligations, please see article 7.11 of the <a href="#">AFT Contract</a>.</p>

## Instructional Services, Resources, and Responsibilities

<b>Class List/ Roster</b>	<p>Access rosters at the beginning of the semester in order to know precisely who is in the class?</p> <ul style="list-style-type: none"> <li>• Log into WebSMART</li> <li>• Look under Faculty Services</li> <li>• Click on 'Class List'</li> <li>• Indicate the semester and course</li> <li>• Select 'Print' (optional)</li> </ul> <p>Check rosters regularly from the beginning of the semester until after the Drop Date (found in the <a href="#">Academic Calendar</a> in order to maintain accurate attendance records.</p>
<b>Census Verification</b>	<p>Taking census is crucial for the campus. Census information determines how the campus is paid by the state for the students that we teach. The census date is approximately two to three weeks after a semester begins and after the last day to drop or add a course. Census dates can be found on the Course Schedule and <a href="#">Academic Calendar</a>. Faculty will also receive reminders from the Division and Office of Instruction.</p> <ul style="list-style-type: none"> <li>• Check rosters frequently between the first day of the semester and last day to add/drop</li> <li>• Submit official census rosters before the Census Day</li> <li>• Log into WebSMART</li> <li>• Click on 'Faculty Services'</li> <li>• Click on Census/Enrollment Verification</li> <li>• Indicate/Click whether the student is still attending class or has withdrawn.</li> <li>• Drop students who have withdrawn and/or have stopped attending*</li> </ul> <p>*Students can be dropped until the official last day to withdraw which is about a month from the end of the semester. This date is listed on the course schedule and can be found on the <a href="#">academic calendar</a>.</p>
<b>Email Classes</b>	<p>Emailing students through WebSMART allows faculty to email individual students, a selection of students, or all students in a course. This will send an email to the students' my.smccd.edu email address. A copy of all emails will be saved in the senders' smccd.edu account.</p>
<b>Early Alert System</b>	<p>The Early Alert System is a way to contact both students and counselors regarding student behavior and/or performance. Click on 'Class List/Early Alert' and select the semester and course. Select the correct student for Early Alert. Faculty can send messages to both the counselor(s) regarding the student(s) and individual, selected students. Students referred through Early Alert will receive messages via email and at their home address. Gloria Darafshi and Nadya Signoa are the counselors who follow up with most of the Early Alert referrals. They will contact the faculty initiating the Early Alert with information on any action taken.</p>
<b>Office Hours</b>	<p>All Full-Time teaching Faculty have a 25-hour work week and are expected to be on campus and available for students (this can also include online availability.) Generally, faculty should allow three to five hours per week for office hours.</p> <p>All Adjunct Faculty are paid for office hours, approximately one office hour per three units. The number of office hours are up to individual faculty, but Adjunct Faculty should hold at least one hour per week which follows the guideline of one hour per three units of instruction.</p> <p>Location of office hours is determined by individual faculty. Most Full-Time Faculty hold their office hours in their offices. Most Divisions provide space for Adjunct Faculty office hours. Division Assistants can provide office locations.</p> <p>In addition, faculty can use the group study rooms in the Library, and STEM Faculty can use the STEM Center for office hours. Many Adjunct Faculty, particularly those teaching in the evening, can use their classrooms either before or after class. Notify Division Assistants prior to using a classroom for office hours to make sure the classroom is available.</p>

Faculty Door Cards	<p>At the start of every semester they teach, faculty must fill out a door card online:</p> <ul style="list-style-type: none"> <li>• Access <a href="#">the SMCCD Faculty Door Card page</a></li> <li>• Fill in information</li> <li>• Print the door card and post on office door (or the Division Adjunct Office door for Adjunct Faculty) so that students know when instructors are available for office hours.</li> </ul>
Teaching Syllabus/ SLOs	<p>Each course must have a syllabus – preferably for the first day of class, but in general for the very beginning of the semester. All syllabi must include the following information:</p> <ul style="list-style-type: none"> <li>• Course name and CRN</li> <li>• Instructor contact information – how students should contact the instructor</li> <li>• Instructor office hours</li> <li>• Textbook and any other required materials</li> <li>• Course grading breakdown</li> <li>• Student Learning Outcomes (SLOs) for the course</li> <li>• Title 5 sexual harassment statement: The San Mateo County Community College District is committed to maintaining safe and caring college environments at Cañada College, College of San Mateo and Skyline College. The District has established policies and procedures regarding Sexual Misconduct, Harassment, and Assault. A District website has also been developed which provides you with important information about sexual misconduct and sexual assault. <a href="http://smccd.edu/titleix/">http://smccd.edu/titleix/</a>.</li> </ul> <p>Individual divisions or disciplines may have additional requirements and suggestions for course syllabi, but expectation for syllabi are similar throughout campus. A copy of each syllabus must be turned in to the Division Office. Division Assistants will provide reminders for turning in syllabi.</p>
SLOAC – Student Learning Outcomes Assessment Cycle	<p>Cañada College, as well as the entire San Mateo Community College District, participates actively in the creation, assessment, and evaluation of Student Learning Outcomes (SLOs). Each course has a list of SLOs as well as an assessment cycle for the SLOs. Every semester, faculty assess at least one (preferably more) SLO for every course and report the date and reflection on <a href="#">TracDat</a>. Access to TracDat is available upon request to the Director of Professional Development and Innovation.</p> <p>SLOs for each course can be found in the Course Outline of Record (COR) downloadable from the <a href="#">CurricUNET website</a>. At least one faculty member in each discipline also has access to course SLOs. In addition, each division office maintains syllabi with course SLOs from previous semesters.</p> <p>Faculty will also receive reminders for entering course SLO and assessment data into TracDat. Contact the TracDat discipline lead for questions about the SLO and assessment process.</p>
Grade Submission	<p>Grades and any positive attendance records are submitted via WebSMART at the end of each semester. The last day to submit grades is listed on the <a href="#">Academic Calendar</a> and the Course Schedule.</p>
Online Instruction	<p>The College and the District provide support for faculty using technology-enhanced instructional methods throughout the academic year. Canvas is the course management system for fully-online and hybrid courses. Beginning in the Summer of 2017, all online courses in the District are offered in Canvas.</p> <p>More information on Canvas and <a href="#">training opportunities</a> are available on the <a href="#">Cañada Canvas webpage</a>. Faculty who are new to online instruction will need to complete District or similar training in order to teach Distance Education courses (training could be from a previous institution).</p> <p>Faculty also have the option to use the District's course management system in their face-to-face classes for offering students resources, requesting assignments, quizzes and exams, and other opportunities for enhancing the face-to-face learning environment.</p>

IT Support	For problems with projectors or other equipment in the classroom, contact: John Winchester: <a href="mailto:winchesterj@smccd.edu">winchesterj@smccd.edu</a> ; (650) 574-6517. <a href="#">Work orders</a> should be used for office equipment or computer labs.
Computer Labs	Some computer labs on campus are used by specific classes. Division Assistants can help you with a lab reservation.
Library	The <a href="#">Cañada Library</a> has a variety of resources for students and faculty. Library orientations are available through the <a href="#">Library Orientation Request Form</a> . Faculty can also <a href="#">search textbooks, reserve materials, check out films</a> , and <a href="#">request the purchase of a textbook for the library reserve collection</a> .
Textbooks	Faculty are responsible for submitting textbook requests to the bookstore. Prior to submitting the textbook request, faculty may want to see if the department recommends a specific text for the course in order to ensure continuity among courses. Textbook adoptions can be submitted online prior to the beginning of the semester through the <a href="#">bookstore website</a> .
Curriculum	All courses have an official course outline of record (COR) stored electronically in CurricUNET. CORs can be accessed through the <a href="#">CurricUNET</a> search function. When planning for the semester, access the COR to ensure that the types of assignments, objectives and content are reflected in the course.
Field Trips	For faculty who plan to take students on field trips for class, clubs or special events, make sure to follow the guidelines explained on the <a href="#">Off Campus Transportation and Field Trip/Excursion Guidelines page</a> .

## ***Employee Services and Information***

<b>WebSMART</b>	<p>The District uses <a href="#">WebSMART</a> for administrative functions and information:</p> <ul style="list-style-type: none"> <li>• Rosters</li> <li>• Submitting grades</li> <li>• Pay stub</li> <li>• Tax forms</li> <li>• Leave balance</li> <li>• Emergency Contacts</li> <li>• AlertU (emergency text message notifications)</li> <li>• Address and phone number updates (under My Profile)</li> </ul> <p>To log in to WebSMART, enter the District-assigned G-number (include the “g”) and 6-digit birthdate (mmddyy – no dashes or slashes).</p>
<b>Pay Information</b>	<p>College employees are paid in the last working day of the month. To access a monthly pay stub</p> <ul style="list-style-type: none"> <li>• Log in to <a href="#">WebSMART</a></li> <li>• Look under Employee Services</li> <li>• Click ‘Pay Information’</li> <li>• Select ‘Pay Stub’ and the pay year</li> </ul>
<b>Leave Report (for Full-Time Employees)</b>	<p>When using vacation, sick, or other leave, log into <a href="#">WebSMART</a> to record the absence. Employees must log into WebSMART at the end of every month to submit their leave report. If no leave was taken during the month, enter “0” for a date during the month and submit.</p>
<b>Tax Forms</b>	<p>Federal and state tax forms can be updated on <a href="#">WebSMART</a>. The changes will be reflected on the following pay period.</p>
<b>AlertU Emergency Text Message</b>	<p>All Faculty, staff, and students are strongly encouraged to utilize AlertU. This emergency service sends a District and/or College text message with notifications regarding any type of campus/district emergency, including live on-campus drills. <a href="#">Sign up for AlertU</a>.</p>
<b>Public Safety</b>	<p>Public Safety Officers on campus provide a variety of resources in-person and online in order to help serve our campus community and keep it safe. For specific resources and procedures for campus emergencies, please visit the <a href="#">District Public Safety webpage</a>.</p>
<b>District Downloads and Sharepoint</b>	<p>The District and College have a collection of forms and documents that can be found in the <a href="#">District Downloads</a>. These documents include <a href="#">Purchasing and General Services</a>, <a href="#">Accounts Payable</a>, <a href="#">Human Resources</a>, <a href="#">Payroll</a>, and many more. Documents and forms will open in Sharepoint, an internal database with a variety of forms and documents. Some committees use Sharepoint to share and edit forms, so access to those documents may require requesting access to the documents. Accessing other forms may require logging in with personal Cañada email and password.</p>
<b>SMCCD Portal</b>	<p>The <a href="#">SMCCD Portal</a> includes information from all 3 colleges in the District. The homepage includes a directory, and other information can be found through using the search function. Links to WebSMART, District Downloads, and Sharepoint are also included on the SMCCD Portal.</p>
<b>Facilities</b>	<p>Request for facilities repair or maintenance can be made by accessing the <a href="#">Facilities webpage</a>.</p>
<b>Campus Events</b>	<p>The Cañada College community holds many events throughout the year. Some events offer specific resources and opportunities for students while others are open for faculty, staff, and administrative participation. Information for some events are sent via email. Other events are listed on the <a href="#">Cañada Calendar of Events</a>.</p>

<b>Club/ Program and Event Banners</b>	<p>Allow 10 business days before the ideal posting date to have the request and banner processed and displayed. Banners are hung on a first-come, first-served basis and must not exceed 4 feet x 14 feet. A club/program banner may be hung for a period of at least one month and can stay longer pending other requests to ensure that each on-campus club/program has equitable posting time. An event banner may be hung for a period of no longer than 5 business days before the event.</p> <p>To post, please take the banner to the Marketing Department (Building 8, Rooms 111/112) for review and approval. The Marketing Department will communicate to the Center for Student Life and Leadership Development that the banner has been approved to be displayed. Next, please bring the banner to the Center for Student Life and Leadership Development (Building 5, Room 354) to process the banner display request. Staff will stamp the banner and collect a contact person's name, email, phone number, event date and banner removal date. Once the request is submitted, the Center for Student Life and Leadership Development will contact Facilities who will display your banner within 2 business days of receiving the banner. Facilities will remove and return the banner to the registered contact within two business days after the event date.</p> <p><b>All banners are posted on the bridge between Buildings 17 &amp; 18</b></p>
<b>Mail</b>	<p><u><a href="#">Intercampus Mail</a></u> Each division has its own mail room. Envelops are available from Division Assistants or in the division mail room for intercampus mail. Make sure to label the envelope "Intercampus Mail" and fill in the correct information: recipient, department, and campus. Place intercampus mail in the bin labeled "Intercampus Mail."</p> <p><u><a href="#">Off-campus Mail</a></u> Make sure the envelope is a Cañada envelope or has a college stamp placed on it. Request mailing envelopes or Cañada stamp from the Division Assistant. Place off-campus mail in the off-campus/general mail bin.</p> <p>The Cañada mail/shipping and receiving room is located in Building 5, Room 222.</p>
<b>Central Duplicating Work Order</b>	<p>The <u><a href="#">Central Duplicating Services webpage</a></u> offers more information on the Central Duplicating services and policies. Faculty must submit their duplication requests to their division assistant. Central Duplicating provides a variety of services including black &amp; white and color photocopying, binding, folding, cutting, padding, laminating, and limited desktop publishing. For basic duplication needs, please use the copiers located in the division offices. Rush jobs can be done by approval and with advance notification.</p>
<b>Professional Development</b>	<p>A variety of professional development opportunities are available within individual departments as well as campus-wide. The College holds multiple professional development opportunities throughout every academic year. Each academic year, different days are planned for campus-wide professional development. Other professional development opportunities are available in the form of small workshops, collaborative inquiry projects through the <u><a href="#">Academic Committee for Success and Equity (ACES Inquiry)</a></u>, speakers, and conference/workshop attendance through professional development and/or departmental funds (must apply for funds by completing appropriate forms and securing documentation). Communities of Practice for staff and administration also meet for a variety of discussions, presentations, and trainings. In addition, all faculty, staff, and administrators have access to Lynda.com, a website for developing professional skills in a variety of areas. For more information on professional development, please visit the <u><a href="#">Professional Development Webpage</a></u>.</p>
<b>Student Services</b>	<p>Find quick links to the many <u><a href="#">Student Services</a></u>, programs, and resources available at Cañada.</p>

## District and Campus Information

<b>Smoke-Free Campus &amp; Workplace</b>	<p>It is the policy of San Mateo County Community College District to provide a safe learning and working environment for both students and employees. It is recognized that smoke from cigarettes, pipes and/or cigars is hazardous to health; therefore, it is the intent of the District to provide a smoke-free environment to the greatest extent possible. To achieve this goal, smoking at Cañada College will be limited to parking lots only, with the exception of Parking Lot 4. This policy also applies to e-cigarettes. Please see the <a href="#">Policy on Smoking</a> for more information.</p>
<b>History of Colleges in SMCCD</b>	<p>First classes at Cañada College were offered in September of 1968 First classes at College of San Mateo (CSM) were offered in 1963 First classes at Skyline College were offered in 1969. Please visit the <a href="#">History of Cañada College</a> for a comprehensive history of the college.</p>
<b>Educational Master Plan</b>	<p>Cañada's Educational Master Plan (EMP) is being revised at this time. Campus employees are encouraged to attend EMP meetings and provide input during EMP feedback sessions. The EMP Team will communicate meeting times via email. Visit the <a href="#">EMP Overview</a> page and see the link for "Laying the Ground Work for EMP Planning" and links to other EMP information.</p>
<b>Policies</b>	<p>You will find <a href="#">Academic and General Policies</a> as well as <a href="#">Board Policies and Procedures</a> on the College and District websites. These are helpful when developing policies and practices for students and departments.</p>
<b>Human Resources</b>	<p>District Human Resources offers information on benefits, salary placement, retirement procedures, district programs, employee wellness, employment policies, safety, and many other topics. It also includes the <a href="#">employee handbook</a>. Access additional information on the <a href="#">Human Resources webpage</a> at.</p>
<b>Employee Wellness</b>	<p>The San Mateo County Community College District offers a variety of services to support employee wellness, including an Employee Assistance Program (EAP). A list of services can be accessed through the <a href="#">District Employee Orientation Webpage</a>.</p>
<b>District Employee Orientation</b>	<p>The San Mateo County Community College District provides information for new employees including health benefits, compensation, employee handbook, absences, workers compensation, policies and procedures, employee wellness, safety, and housing. Visit the <a href="#">District Employee Orientation webpage</a>.</p>

## Safety Information

### Earthquake Drill

If there is no table or desk near you, drop to the ground and if possible move to an inside corner of the room. Do not move to another location or run outside. Earthquakes occur without any warning and may be so violent that you cannot run or crawl.

For more information about the Great California ShakeOut, visit [The Great California ShakeOut webpage](#).

### Lockdown Drill

There is more than just the Lockdown (hiding) as a part of the process in a real shooter situation. The process used for shooter training involves "Run, Hide, and Fight", with the actions depending on the situation. [The Run, Hide, Fight](#) video describes the total process. (**WARNING:** - Video contains graphic/violent representations). Additional information is available on the [U.S. Department of Homeland Security pocket card](#).

## *Before, During and After Course Tips*

### **Before Class Begins**

Log into WebSMART and make sure you can access course rosters and important course dates

Determine how you will take course attendance (printed rosters, spreadsheet, course management system, etc.)

Determine how you will assess SLOs for the course

Visit the classroom so you know where everything is and how it is arranged

Send a welcome email to students in your class

### **First Week of Class**

Introduce yourself

Teach something new

Establish expectations for how the class will run

Verify students who have attended class

Learn students' names as best as possible (have students create name cards)

Contact students who have not attended class prior to the Census Date

Determine students who still need to register for the course

Drop inactive students before the Census Date (if no other arrangements have been made)

Check email and respond to students

### **During the Course**

Teach, learn, enjoy, repeat!

Check that the roster matches the students attending class

Contact students who have stopped attending class

Drop students who are no longer attending class (in no other arrangements have been made)

Check email on a regular basis

Assess course SLOs

### **After the Course Ends**

Submit final grades through WebSMART

Enter SLO assessment results (this may be done through an email invitation from another faculty)

## Campus Map and Directory



## Cañada College Campus Directory

Admissions & Records/Registration	9-120	Evening Services	8-206	Refunds (Registration Fees)/Cashier	9-119										
Articulation	9-132	EOPS / CARE	9-134	Science and Technology Division	18-109										
Associated Students	5-354	Facilities Usage/Rental	9-119	Security Office (Parking Enforcement)	9-151										
Athletics	1-204	Financial Aid	9-109	STEM Center	9-210										
Bookstore	2	Health Center	5-303	Student Life & Leadership	5-354										
Box Office	3-205	Humanities & Social Sciences Division	3-205	Student Government Office	5-354										
Business Office/Cashier	9-119	Instruction Office	8-202	Theater Event Coordinator	3-133										
Business, Design & Workforce Division	13-105	International Student Center	5-229	Transfer Center	9-120										
Business Skills Center	13-217	Learning Center	9-210	TRIO Student Support Services	9-213										
Cañada WORKS	9-120	Library	9-3rd Floor	Tutorial Center	9-210										
Cañada College University Center (conference center)	6	Lost & Found (located in Public Safety)	9-151	Upward Bound Program	22-112										
Career Center	5-332	Middle College High School	13-106	University Center	5-230										
College for Working Adults (CWA)	18-110	Outreach	22-106	Veteran's Affairs	9-120										
Community Based English Tutoring (CBET)	3-147	Placement Tests/Assessment	9-120	V-ROC (Veteran Resource & Opportunity Center)	9-2nd Floor										
Coop. Ed/Work Experience Program	13-124	President's Office	8-206	Counselling Center Welcome Center	9-1st Floor	Psychological Services	5-303	Vice President, Instruction	8-202	Disability Resource Center	5-303	Public Information	3-103	Vice President, Student Services	8-209
Counselling Center Welcome Center	9-1st Floor	Psychological Services	5-303	Vice President, Instruction	8-202										
Disability Resource Center	5-303	Public Information	3-103	Vice President, Student Services	8-209										

## *Cañada College Organizational Structure*

### College Executive Administrative Units

<b>Office of the President</b>	Jamillah Moore, Ed.D. Barbara Bucton, Executive Assistant
Marketing, Communications & Public Relations	Megan Rodriguez, Director of Marketing, Communications & Public Relations
Planning, Research, and Institutional Effectiveness	Tracy Huang, Ed.D, Interim Dean of Planning, Research & Institutional Effectiveness
<b>Office of Instruction</b>	David Johnson, Ph.D, Interim Vice President of Instruction Chrissy Kincer, Executive Assistant Jose Peña, Curriculum and Instructional Systems Specialist Jose Garcia, Visual Communications Coordinator
<b>Office of Student Services</b>	Philip King, Interim Vice President of Student Services Debbie Joy, Executive Assistant
<b>Office of Administrative Services</b>	Michelle Marquez, Vice President of Administrative Services Mary Chries Concha Thia, College Business Officer Erin Moore, Director of Professional Development and Innovation

### College Instructional Divisions

Athletics, Kinesiology and Dance, Library, Learning Resources	Vacant, Dean Matthew Lee, Division Assistant
Business, Design, and Workforce	Leonor Cabrera, Interim Dean Jonna Pounds, Division Assistant
Humanities and Social Sciences	James Carranza, Interim Dean Joan Murphy, Division Assistant Gloria Peña, Office Assistant
Science and Technology	Janet Stringer, M.D., Ph.D, Dean Georgia Clark, Division Assistant

### College Student Support Divisions

Counseling Services	Gloria Darafshi, Interim Dean Serina Garcia, Division Assistant
Admissions and Records	Ruth Miller, Registrar
Financial Aid	Margie Carrington, Director
Disability Resource Center	Max Hartman, Director
Learning Center	Diva Ward, Director of Student Support

Cañada College [employee directory](#)



CAÑADA COLLEGE, Redwood City / COLLEGE OF SAN MATEO, San Mateo / SKYLINE COLLEGE, San Bruno

## Academic Calendar 2017–2018

### FALL SEMESTER 2017 (86 Instructional Days including 5 Final Days, plus 3 Flex Days)

August	14, 15	Flex Days (No Classes)
<b>August</b>	<b>16</b>	<b>Day and Evening Classes Begin</b>
August	29	.... Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
August	29	.... Last Day to <b>Add</b> Semester Length Classes
September	2, 3	.... Declared Recess
September	4	.... Labor Day (Holiday)
September	4	.... Last Day to Drop Semester Length Classes Without Appearing on Record
September	5	.... Census Day
October	6	.... Last Day to Apply for Degree – Certificate
October	11	.... Flex Day
November	10	.... Veterans' Day (Holiday)
November	11, 12	.... Declared Recess
November	15	.... Last Day to <b>Withdraw</b> from Semester Length Classes
November	23	.... Thanksgiving Day (Holiday)
November	24 – 26	.... Declared Recess
December	10 – 16	.... Final Examinations (Day and Evening Classes)
December	16	.... Day and Evening Classes End
December 22 – January 1		.... Winter Recess (Total of Seven District Work Days)

### SPRING SEMESTER 2018 (89 Instructional Days including 5 Final Days, plus 3 Flex Days)

January	11, 12	Flex Days (No Classes)
January	13, 14	Declared Recess
January	15	Martin Luther King Jr. Day (Holiday)
<b>January</b>	<b>16</b>	<b>Day and Evening Classes Begin</b>
January	29	... Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
January	29	.... Last Day to <b>Add</b> Semester Length Classes
February	4	.... Last Day to Drop Semester Length Classes Without Appearing on Record
February	5	.... Census Day
February	16	.... Lincoln's Birthday (Holiday)
February	17, 18	.... Declared Recess
February	19	.... Presidents' Day (Holiday)
March	2	.... Last Day to Apply for Degree – Certificate
March	8	.... Flex Day (No Classes)
March	25 - 31	.... Spring Recess
April	26	.... Last Day to <b>Withdraw</b> From Semester Length Classes
May	19 - 25	.... Final Examinations (Day and Evening Classes)
May	25	.... Day and Evening Classes End
May	26, 27	.... Declared Recess
May	28	.... Memorial Day (Holiday)

### TENTATIVE SUMMER SESSION 2018

June 11 – July 21	.... Six Week Session
June 11 – July 28	.... Seven Week Session
June 11 – August 4	.... Eight Week Session
July 4	.... Independence Day (Holiday)

**SMCCCD**  
**2017-2018 ACADEMIC CALENDAR**

FALL 2017						
July 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
August 2017						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
September 2017						
S	M	T	W	Th	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
October 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
November 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
December 2017						
S	M	T	W	Th	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
January 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SPRING 2018						
February 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			
March 2018						
S	M	T	W	Th	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
April 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
May 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
SUMMER 2018						
June 2018						
S	M	T	W	Th	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
July 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
August 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

 <b>HOLIDAY</b>	 <b>FLEX DAY</b>	 <b>FINAL EXAMS DAY/EVENING</b>
 <b>CLASSES BEGIN</b>	 <b>DECLARED RECESS</b>	

## Administrative Holidays for 2017-2018

<b><u>Day</u></b>	<b><u>Date</u></b>	<b><u>Holidays</u></b>
Monday	7/4/2017	Independence Day
Monday	9/4/2017	Labor Day
Friday	11/10/2017	Veteran's Day
Thursday	11/23/2017	Thanksgiving Day
Friday	11/24/2017	Declared Holiday
Friday – Monday	12/22/2017 – 1/1/18	Observed Winter Holiday
Monday	1/15/2018	Martin Luther King Junior's Day
Friday	2/16/2018	Lincoln's Day
Monday	2/19/2018	President's Day
Monday	5/28/2018	Memorial Day