College of Sequoias Faculty Resource Guide*  

Prepared under the direction of the Faculty Enrichment Committee (FEC)

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

1. Facilities
   a. Locations
      i. Visalia Campus  
         http://www.cos.edu/StudentServices/TechnologySupport/MediaServices/Pages/Interactive-Campus-Map.aspx
      ii. Hanford Center http://www.cos.edu/Hanford/Pages/default.aspx
      iii. Tulare College Center http://www.cos.edu/Tulare/Pages/default.aspx
   b. Building Access. You will be assigned a key to access your classroom. Contact your division chair for more information.
   c. Room Query  
      http://www.cos.edu/StudentServices/TechnologySupport/MediaServices/Pages/Room-Query---Bandaid.aspx
   d. Room Reservations – facilities request cos.edu  
      http://www.cos.edu/About/FacultyStaffSupport/Pages/default.aspx (forms)
   e. Classroom Furniture. Please do not remove furniture from classrooms. Contact your division chair for more information.
   f. Parking http://www.cos.edu/StudentServices/Maps/Pages/default.aspx
   g. Environmental Issues
      i. Heating and Air Conditioning  
         http://www.cos.edu/About/FacultyStaffSupport/Facilities/Pages/default.aspx
      ii. Custodial  
         http://www.cos.edu/About/FacultyStaffSupport/Facilities/Pages/Custodial-Services.aspx
   h. Technology Support  
      https://www.cos.edu/StudentServices/TechnologySupport/Pages/default.aspx

2. Faculty
   a. Staff Directory (searchable) - https://www.cos.edu/About/Directory/Pages/default.aspx
   b. Routine Procedures
      i. Absences  
         https://www.cos.edu/About/FacultyStaffSupport/Payroll/Pages/Absence-Forms.aspx
ii. Class Schedule - [http://banweb.cos.edu/prod/hzsched.p_search](http://banweb.cos.edu/prod/hzsched.p_search)

iii. Copy and Mail Services - Copy & Mail Services, (559) 737-6169, BLUE OAK: 902

iv. Communication
   1. Email – Email is the official method of communication at COS. The District will provide you with a Microsoft Outlook email account. [https://www.cos.edu/StudentServices/TechnologySupport/Email/Pages/default.aspx](https://www.cos.edu/StudentServices/TechnologySupport/Email/Pages/default.aspx)
   2. Mailroom – You will be assigned a physical mailbox at the mailroom on your main campus.

v. Field Trips – Your Course Outline will indicate whether or not field trips are required for your course. Contact your division chair for more information.

vi. Forms. There is a form for almost everything. You can find most of the forms you need at [https://www.cos.edu/About/FacultyStaffSupport/Pages/default.aspx](https://www.cos.edu/About/FacultyStaffSupport/Pages/default.aspx). If you don’t see what you need, ask your division chair.

vii. Grades – It is your responsibility to post grades on Banner at the end of your class. There are set time frames for submitting grades. Look for the regular announcements from Admissions and Records. Be advised that you may not issue a grade strictly for attendance, as according to Title 5, attendance alone is not sufficient basis for evaluation.

viii. Identification Card. You can obtain an identification card through the Student Activities and Affairs Office. [https://www.cos.edu/StudentServices/StudentActivitiesAffairs/Pages/default.aspx](https://www.cos.edu/StudentServices/StudentActivitiesAffairs/Pages/default.aspx)

ix. Materials fee - Education Code section 76365 allows districts to require students to provide various types of instructional materials and enables districts to sell such materials to students who wish to purchase the required materials from the district. Generally speaking, there are strict limitations on charging a required "instructional materials fee." Contact your division chair for more information.

x. Office Hours - See your Master Agreement [https://www.cos.edu/About/HumanResources/Pages/Master-Agreements.aspx](https://www.cos.edu/About/HumanResources/Pages/Master-Agreements.aspx)

xi. Rosters – It is your responsibility to submit first day, drop, and permanent rosters. Please see the instructions from Admissions and Records provided regularly.

xii. Syllabus - You must have a syllabus for your course and provide a copy to your division chair. Your syllabus must include your course outcomes.

xiii. Textbooks – The Course Outline for your course includes a list of recommended textbooks. When ordering textbooks through the COS bookstore, students can use their financial aid voucher, and the Access and Ability Center can arrange for accessible versions of the textbook.
xiv. Travel Approval – Faculty who travel must have prior approval for that travel. Full-time faculty may be reimbursed for approved travel. Contact your division chair for additional information.

**c. Important Guidelines**

i. Access and Ability Center
   [https://www.cos.edu/StudentServices/StudentSupportServices/AAC/Pages/AAC-Home.aspx](https://www.cos.edu/StudentServices/StudentSupportServices/AAC/Pages/AAC-Home.aspx)

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

i. Board Policies (BP) and Administrative Procedures (AP) govern how things are done in the District. You can search for a BP or an AP at this location: [https://www.cos.edu/About/Governance/Board/BoardPolicies/Pages/default.aspx](https://www.cos.edu/About/Governance/Board/BoardPolicies/Pages/default.aspx). Ask your division chair for more information.

ii. Copyright. College of the Sequoias’ personnel and students shall adhere to the Copyright Act by not reproducing copyrighted materials without prior permission of the copyright owner, except as allowed by the “fair use” doctrine. Employees and students who are unsure as to whether they are violating copyright law will be directed to the U.S. Copyright Office’s website at [www.loc.gov/copyright](http://www.loc.gov/copyright).

i. Curriculum Committee
   [https://www.cos.edu/About/Governance/AcademicSenate/Curriculum/Pages/default.aspx](https://www.cos.edu/About/Governance/AcademicSenate/Curriculum/Pages/default.aspx)

ii. Data Requests [https://www.cos.edu/About/Research/Pages/Data-Request-Form.aspx](https://www.cos.edu/About/Research/Pages/Data-Request-Form.aspx)

iii. Education Code/Title 5 governs community college education in California, include rules about curriculum and distance education. You can learn more at this location: [https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I3C0A67A0D48411DEBC02831C6D6C108E&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default)](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I3C0A67A0D48411DEBC02831C6D6C108E&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default))

iv. Evaluation Procedures – See the Master Agreements: [https://www.cos.edu/About/HumanResources/Pages/Master-Agreements.aspx](https://www.cos.edu/About/HumanResources/Pages/Master-Agreements.aspx)

v. Faculty Enrichment Committee (FEC) FLEX program
   [https://www.cos.edu/About/Governance/AcademicSenate/FacultyEnrichment/Pages/default.aspx](https://www.cos.edu/About/Governance/AcademicSenate/FacultyEnrichment/Pages/default.aspx)
vi. FERPA The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. The Superintendent/President shall ensure that student records are maintained in compliance with the applicable federal and state laws relating to the privacy of student records. Please see Board Policy 5040 – Student Records and Directory Information.

i. Final Exams
   [https://www.cos.edu/Calendar/FinalExamSchedule/Pages/default.aspx]

ii. Human Subjects – Institutional Review Board
    [https://www.cos.edu/About/Research/Pages/IRB.aspx]

iii. Master Agreements
     [https://www.cos.edu/About/HumanResources/Pages/Master-Agreements.aspx]

iv. New Faculty Orientation – sponsored by FEC in the fall semester

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

vi. Outcomes Assessment
    [https://www.cos.edu/academics/oa/Pages/default.aspx]

vii. Program Review
     [https://www.cos.edu/About/Research/Pages/Program-Review.aspx]

iii. Standards of Conduct and Student Discipline – See BP 5500 and AP 5502.

3. Learning Resource Center (LRC) [https://www.cos.edu/Library/Pages/default.aspx]
   a. Library Instruction [http://www.cos.edu/Library/Services/FacultyFAQ/Pages/Instruction-Request-Form.aspx]
   c. Librarian Liaisons [http://www.cos.edu/Library/Services/FacultyFAQ/Pages/Department-Liaisons.aspx]

4. Safety
   a. Campus Police [https://www.cos.edu/StudentServices/Police/Pages/default.aspx]
   b. Emergencies [https://www.cos.edu/StudentServices/Police/Pages/Emergency-Preparedness.aspx]

5. Student Support
   a. Admissions and Records [https://www.cos.edu/Admissions/Pages/default.aspx]
   b. Access and Ability Center
      [https://www.cos.edu/StudentServices/StudentSupportServices/AAC/Pages/AAC-Home.aspx]
   c. Bookstore
      [http://cos.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=61553&catalogId=10001&langId=-1]
   d. Financial Aid [https://www.cos.edu/FinancialAid/Pages/default.aspx]
e. Health Center
   https://www.cos.edu/StudentServices/StudentHealthServices/Pages/default.aspx
f. Welcome Center (Visalia)
   https://www.cos.edu/StudentServices/WelcomeCenter/Pages/default.aspx
g. The Hub (Hanford) https://www.cos.edu/Hanford/AboutCOSHanford/Pages/Hanford-Hub.aspx
h. Tulare Kiosk https://www.cos.edu/Tulare/StudentServices/Pages/default.aspx
i. Special Programs
   https://www.cos.edu/StudentServices/StudentSupportServices/Pages/default.aspx
      i. California Mini-Corps
      ii. CalWorks/WIA
      iii. CARE
      iv. EOPS
      v. FYE
      vi. International Students
      vii. MESA
      viii. PASEO
      ix. Puente
      x. Student Employment/Work Study
      xi. SURGE
      xii. TRIO-SSS
      xiii. TRIO-UBMS
      xiv. Veteran Services
      xv. Work Experience

6. COS 2.0
   a. Accreditation http://www.cos.edu/Accreditation/Pages/default.aspx
   b. Academic Services
      i. Curriculum and outcomes
      ii. Courses and scheduling
      iii. Distance Education
      iv. Faculty Enrichment
      v. Institutional planning and effectiveness
      vi. Learning Resource Center
   c. Administrative Services
      i. Budget/Finance
      ii. Business Services and Payroll
      iii. Facilities
      iv. Grounds & Custodial
      v. Campus Food Services
      vi. Technology Services
   d. Governance and Leadership
      http://www.cos.edu/About/Governance/Pages/default.aspx
i. Board of Trustees
ii. Superintendent/President
iii. Participatory Governance
   1. District Governance Senate
   2. Academic Senate
   3. Student Senate

e. Human Resources [http://www.cos.edu/About/HumanResources/Pages/default.aspx](http://www.cos.edu/About/HumanResources/Pages/default.aspx)
f. Public Information Office: This office coordinates public information made available about the District.
g. Research and Planning [http://www.cos.edu/About/Research/Pages/default.aspx](http://www.cos.edu/About/Research/Pages/default.aspx)
h. Student Services [http://www.cos.edu/StudentServices/Pages/default.aspx](http://www.cos.edu/StudentServices/Pages/default.aspx)
   i. Admissions and Records
   ii. Financial Aid
   iii. Counseling
   iv. Student Discipline
   v. Access and Ability Center
   vi. Student Health Center
   vii. Welcome Center
   viii. Categorical Programs
   ix. District Police

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