

## Chapter 2 – Faculty Responsibilities

Within the context of the academic environment at Rio Hondo College (see Chapter 1), faculty members play a pivotal role in promoting student learning and academic success. Faculty members are expected to follow established protocols, ensuring that institutional goals and academic standards are maintained, students' academic needs are met, and academic records are kept accurately. In short, whether faculty members interact with students in a traditional classroom, non-traditional, online, in a lab, during an office hour, or on the playing field, they are responsible for providing an atmosphere conducive to student success.

# A. Responsibilities for Course Delivery

It is each faculty member's responsibility to complete the following tasks to promote a positive learning environment in the classroom and to ensure accurate recordkeeping in the delivery of courses. Both sets of tasks contribute to students' success and attainment of their educational goals. These lists are not exhaustive; faculty members are encouraged to consult "best practices" in pedagogy within their academic disciplines.

## Promoting a Positive Learning Environment

- Create a classroom environment that is conducive to learning.
- Promote student success and retention while maintaining academic rigor.
- Design engaging coursework that follows the approved curriculum.
- Get to know students in your class.
- Keep personal convictions distinct from viewpoints that are professionally accepted in your discipline.

## Ensuring Accurate Recordkeeping

- Make sure all students are officially enrolled in your classes. Check class rosters frequently at the start of each term to make sure that all students are registered, which is important for several reasons:
  1. The College is paid on the basis of officially enrolled students only.
  2. There are legal liability issues with any students who are not officially registered.
  3. Only officially enrolled students will be eligible to receive a final grade.
  4. Students are not permitted to audit a course at Rio Hondo College.
- Make sure all students are enrolled by the census date for the class.
- Add students according to established guidelines.
- Drop non-participating students from your rosters according to established guidelines.
- Maintain accurate grade and attendance records, which are legal documents.
- In classes requiring the instructor to report positive attendance, take roll each time the class meets and keep legible attendance records.
- Check the final census roster against your attendance sheets to ensure all students who are attending class are officially registered.
- Submit grades at the close of each semester for all enrolled students by the established deadline(s), which are published each semester by the Office of Admissions and Records.

*More complete details on recordkeeping appear in the next section, "B. Attendance and Grading."*

## B. Attendance and Grading

### Faculty Role

Few things have greater effect upon students than the grades they receive. Grades are crucial to degree/certificate completion, transfer, and scholarship applications which demand transcripts that accurately reflect students' academic achievements. The faculty role in accurately recording and reporting grades and positive attendance/census is also critical to the allocation of money to the District.

Many complex laws cover the conditions, recording, and reporting of attendance and grading. Below is a collection of several procedures and protocols that should be followed to fulfill attendance accounting requirements and grading responsibilities, as well as practical information on how to carry out your role.

### Using *AccessRIO*

Rio Hondo College utilizes an online system called ***AccessRIO***, which faculty and students use for a variety of services. As a faculty member, this is where you will find your class rosters and class waitlists. It is where you will generate add codes and drop students. It is also where you will submit your final grades. Accessing ***AccessRIO*** is as easy as 1-2-3:

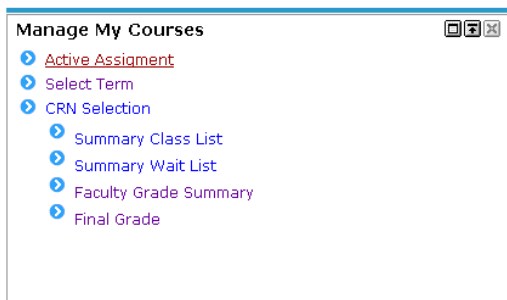
**Step 1:** Go to the Rio Hondo College website <http://www.riohondo.edu> and select ***AccessRIO*** logo, displayed below:



**Step 2:** Enter the same **User Name** and **Password** you use to access your Rio Hondo email:

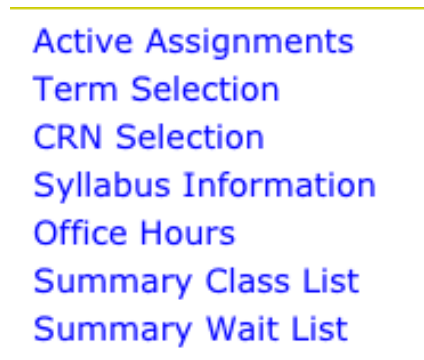
A screenshot of a "Secure Access Login" form. It contains two input fields: "User Name:" and "Password:". Below the fields are "Login" and "Cancel" buttons. At the bottom, there are two links: "Having problems logging in? Click here." and "Forget Password?".

**Step 3:** Select the **Faculty** tab. In the center of your screen you will see the following displayed:



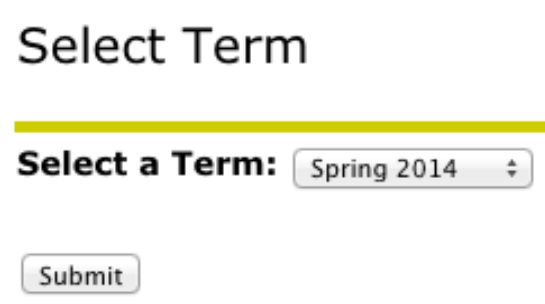
## ACCESSING YOUR CLASSES:

**Step 1:** Click on **Term Selection**.



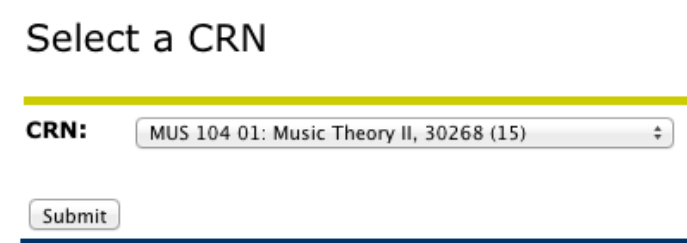
A vertical list of menu items in blue text, enclosed in a box with a yellow horizontal bar at the top. The items are: Active Assignments, Term Selection, CRN Selection, Syllabus Information, Office Hours, Summary Class List, and Summary Wait List. 'Term Selection' is highlighted with a yellow background.

**Step 2:** From the drop down menu, select the term you would like to work on. Click **Submit**.



A form titled 'Select Term' with a yellow horizontal bar. It contains a label 'Select a Term:' followed by a dropdown menu showing 'Spring 2014' with a small arrow icon. Below the dropdown is a 'Submit' button.

**Step 3:** Select **CRN Selection** and choose the course you would like to work with. Click **Submit**. Each course has a CRN, or Course Registration Number. From this point on, you are now only working in the course, or CRN, that you have selected.



A form titled 'Select a CRN' with a yellow horizontal bar. It contains a label 'CRN:' followed by a dropdown menu showing 'MUS 104 01: Music Theory II, 30268 (15)' with a small arrow icon. Below the dropdown is a 'Submit' button.

## VERIFYING ENROLLMENT:

**Step 1 – Select the Term:** The first step is to select the **Term** that contains the classes from which you wish to drop students. In almost all cases this will be the current term. Use the drop-down box as shown below. Click **Submit**.

Personal Information **Faculty Services** Employee

Search

### Term Selection

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Select a Term: Fall 2013 ▼

Fall 2013  
Summer 2013  
Spring 2013  
Fall 2012  
Summer 2012  
Spring 2012  
Fall 2011  
Summer 2011  
Spring 2011  
Fall 2010  
Summer 2010  
Spring 2010

RELEASE: C35 [ Term Selection ]

**Step 2 – Drop Roster Summary:** This screen shows a wealth of information about the classes you are currently teaching, including such things as the class status, grade information, and whether grades have been rolled for a class. To drop students from a class, select the **CRN** on the left side of the screen.

Personal Information **Faculty Services** Employee

Search

### Drop Roster Status

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This page lists the classes for which you are the primary instructor for the term. The Drop Rosters that are available for each class are listed with the dates of availability. Additionally, including a notation if at least one student's grade has been rolled.

The grade-roll status of each class is noted in the Rolled column.

Current Drop Roster Summary Click here to select a class

CRN	Subj	Crse	Sec	Title	Rule ID	Roster Type	Census Type	Active	Available	Last Submitted	Recorded	Grades	Rolled
70775	MUS	103	01	Music Theory I	1	Total Roster	Not Applicable	Now	Aug 27, 2013-Dec 16, 2013	Sep 04, 2013	Total:0 of 25	No	
70776	MUS	106	01	Beginning Musicianship I	1	Total Roster	Not Applicable	Now	Aug 26, 2013-Dec 16, 2013	Aug 30, 2013	Total:0 of 6	No	
70777	MUS	107	01	Beginning Musicianship II	1	Total Roster	Not Applicable	Now	Aug 26, 2013-Dec 16, 2013	Sep 04, 2013	Total:0 of 3	No	
70786	MUS	116	01	Music Ensemble I	1	Total Roster	Not Applicable	Now	Aug 27, 2013-Dec 16, 2013	Sep 04, 2013	Total:0 of 5	No	
70787	MUS	117	01	Music Ensemble II	1	Total Roster	Not Applicable	Now	Aug 27, 2013-Dec 16, 2013	Sep 04, 2013	Total:6 of 6	Yes	
											A:	1	
											B:	1	
											D:	1	
											F:	1	
											W:	2	

**Step 3 – Dropping Students:** Once you have selected a class, select the **Action** column drop-down box for the students you wish to drop. The possible selections will change, depending on the date and how deep into the term the class is when you are dropping students.

During the Drop-Add Period: The option will be **Instr Drop with Refund**  
 After the Drop-Add period but before Census: The option will be **Instr Drop Before Census**  
 After Census: The option will be **Instr Drop with W Grade**

**NOTE:** For the option **Instr Drop with Refund**, the system will drop the student from the class and calculate his or her refund. The student will receive the refund when the Office of Business and Finance next sends refund to students. For the option **Instr Drop with W Grade**, the system will apply the W grade to the student’s record. When grades are rolled for this class, the W grade will be rolled into academic history.

**Drop Roster Maintenance**

All students eligible to be dropped from the CRN are listed below. Update the registration status in the Action field list for each student you want to drop. After confirmation page will display listing only the students you selected to drop. If you want to clear your selections to start over without dropping anyone, select [button].

If you have no students to drop from the CRN, you still must submit the page without updating any student Action fields to record that you have reviewed this field, select Submit, and a confirmation page will display to verify this choice.

**Course Information**

CRN	Title	Rule ID	Roster Type	Census Type	Dates Available	Roster Last Submitted
70800	Music History and Literature Before 1750 - MUS 130 01	1	Total Roster	Not Applicable	Aug 26,2013-Dec 16,2013	Not Submitted

**Students Eligible to be Dropped**

Record Number	Student ID	Student Name	Current Registration	Action	Student Email
1	0011007120	WILSON, TAYLOR	***REGISTERED***	None	0011007120@rio.edu
2	0011007120	WILSON, TAYLOR	***REGISTERED***	Instr Drop Before Census	0011007120@rio.edu
3	0011007120	WILSON, TAYLOR	***REGISTERED***	None	0011007120@rio.edu
4	0011007120	WILSON, TAYLOR	***REGISTERED***	None	0011007120@rio.edu

After selecting one or more students to drop, you must click on the **Submit** button at the bottom of the screen.

**Step 4 – Confirming Drops:** You will be shown the list of students you have chosen to drop and will be asked for to confirm. Click on the **Submit Changes** button to confirm dropping the student(s). Note: **THIS STEP IS IRREVERSIBLE.** Once you give confirmation, **THE STUDENT(S) WILL BE DROPPED.**

**Drop Roster Maintenance Confirmation**

001000496 | Fall 2013 | Sep 06, 2013 09:34 am

**Course Information**

CRN	Title	Rule ID	Roster Type	Census Type	Dates Available	Roster Last Submitted
70800	Music History and Literature Before 1750 - MUS 130 01	1	Total Roster	Not Applicable	Aug 26,2013-Dec 16,2013	Not Submitted

The following students were selected to drop from this class. Please select the Submit Changes button to confirm the drop, or select the Cancel button to abort the action (drop no one) and return to the drop roster maintenance page.

**Students Selected to be Dropped**

Record Number	Student ID	Student Name	Pending Registration
1	0011007120	WILSON, TAYLOR	Instr Drop Before Census

Submit Changes | Cancel

RELEASE: C3SC 8.3.1

**Step 5 – Reviewing Confirmation:** You will be placed back in the drop roster, and confirmation will be provided that X student(s) have been dropped.

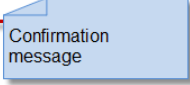
**Drop Roster Maintenance**

All students eligible to be dropped from the CRN are listed below. Update the registration status in the Action field list for each student you want to drop. After confirmation page will display listing only the students you selected to drop. If you want to clear your selections to start over without dropping anyone, select

If you have no students to drop from the CRN, you still must submit the page without updating any student Action fields to record that you have reviewed this CRN field, select Submit, and a confirmation page will display to verify this choice.

**Course Information**

CRN	Title	Rule ID	Roster Type	Census Type	Dates Available	Roster Last Submitted
70800	Music History and Literature Before 1750 - MUS 130 01 1		Total Roster	Not Applicable	Aug 26,2013-Dec 16,2013	06-SEP-2013

You successfully dropped 1 student(s), and it was recorded that you reviewed the CRN roster. 

**Students Eligible to be Dropped**

Record Number	Student ID	Student Name	Current Registration	Action	Student Email
1	00000000000000000000	*****	***REGISTERED***	None	*****@*****.edu

The drop process is now complete. You may navigate to other parts of the system or drop additional students from this class.

## Important Reminders about Class Rosters

### CHECKING ENROLLMENT:

- The roster contains the legal name and student identification number for all **officially enrolled** students and any students on the waiting list. At the first class meeting, it is important to make sure that students attending the class are officially enrolled. Students attending class whose names do not appear on the Summary Class List are not officially enrolled and should not be attending your class.
- Make sure all students are enrolled by the census date for the class.
- As stated in the previous section, “Responsibilities for Course Delivery,” it is important to check class rosters frequently throughout the term for several reasons:
  - The College is paid on the basis of officially enrolled students only.
  - There are legal liability issues with any students who are not officially registered.
  - Only officially enrolled students will be eligible to receive a final grade.
  - Students are not permitted to audit a course at Rio Hondo College.

### ADDING STUDENTS:

- During the first week of class, **students may add any open class without an add code IF the class has not yet had its first meeting.** Once the class meets, an add code is required. Only classes that are at capacity will have students on a “Summary Wait List.”
- Once a class meets, students on the wait list—or other students who show up to class wanting to add—may be added to the class by giving them an add code they can use to register for the course. Provide add codes first to students on the wait list, in chronological order as they appear on the list.
- Add codes become “active” the first day of the course. **When an add code is given to a student, that student has until the “Last Day to Add” to use that add code.** Please log onto *AccessRIO* numerous times within the first few weeks of class to verify that all students to whom you have given add codes have, in fact, added.

**DROPPING STUDENTS:**

- Student non-participation is determined by the faculty member and should be clearly defined for all students on the class syllabus.
- All students enrolled in the class must be issued a grade at the end of the term. “W’s” will not be accepted at the time of grading.
- If a student has any hold, faculty members cannot drop them using the portal. In these instances, please submit a non-participation form to Admissions and Records.

**OTHER CONSIDERATIONS:**

- If you see the word “Confidential” next to a student’s name, it means that the student does not want his/her phone number and personal information to be shared with anyone.
- If you want to email a student, click on the email icon at the end of each row. This functions only if the student has entered his/her email address into the system.



## Creating Printable Rosters

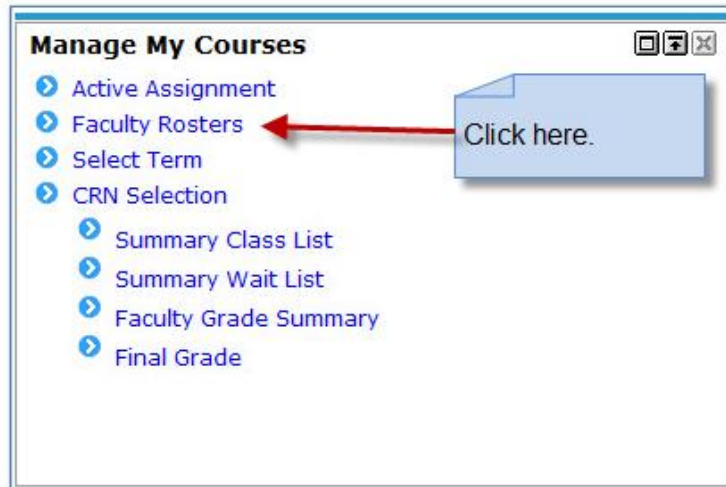
### STEP 1

Login to the portal:

<http://accessrio.riohondo.edu>

### STEP 2

On the **Faculty** tab in the **Manage My Courses** channel, click on the **Faculty Rosters** link.



A screen similar to the one below appears. The screen will default to the current term. You may navigate to other terms using the links in the left frame. Select the classes for which you wish to generate a roster as shown in the figure below.



Click the **Create Roster(s)** button and rosters similar to the sample below will appear.

**Rio Hondo Community College**  
**Spring 2010**  
**First Half**  
**Grade Worksheet**

CRN	SUBJ	CRSE	CREDITS	COURSE TITLE					
20226	ADN	155	.00 OR 4.00	NURSING PROCESS CHILDBEARING					
<b>INSTRUCTOR(S)</b> - (optional)					<b>TYPE</b>	<b>DAYS</b>	<b>TIME</b>	<b>BLDG.</b>	<b>ROOM</b>
					Lab	M	0630-0745pm	PHH	

**CRITICAL DATES**

Start Date: 30-JAN-2010	Last Date to drop with a "W": 15-MAR-2010
End Date: 26-MAR-2010	Census Date: 11-FEB-2010
Last Date to add class: 04-FEB-2010	Add Auth Begins: 01-FEB-10
Last Date to drop without a "W": 17-FEB-2010	Add Auth Expires: 05-FEB-2010

Student Name	ID	Type of Work	Date	Day													Fin Exm	Fin Grd
					1	2	3	4	5	6	7	8	9	10	11	12		
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		

There are three report types available: attendance rosters, grade worksheets, and add code rosters.

**NOTES:**

- 1.) The grade worksheet does not replace online entry into AccessRIO as the *official* method of submitting grades. This worksheet is a tool for a faculty member’s convenience only.
- 2.) If **Add Codes** are not available for a particular class, the letters **NA** appear in place of the checkbox for that option.
- 3.) The information displayed on the roster shows the active class members as of the moment you run this process. To see everyone who was *ever* enrolled in the class and his/her status, you must download the data to Excel. See the next section for instructions on how to do this.

**STEP 3**

Once the roster displays in your browser, you may use the standard tools available in your browser to print the roster or worksheet. If you wish to navigate back to the selection screen, use the **Back Button** of your browser.

## Downloading Roster Information to Excel

It is possible to download a roster of student information to Excel.

Find the class you wish to download and click on the **Click Here** link as shown below. What happens next depends on what browser you are using. Please see the appropriate instructions below.

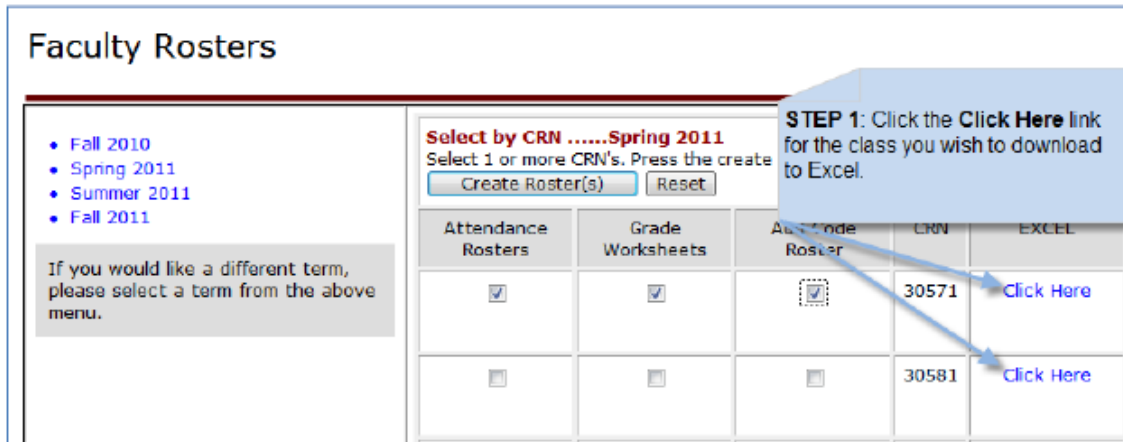


Figure 1

**SETTING UP EXCEL TO OPEN THE DOWNLOADED FILE ONLY NEEDS TO BE DONE THE FIRST TIME YOU PERFORM THIS TASK. SUBSEQUENT DOWNLOADS WILL OPEN THE DOWNLOADED FILE IN EXCEL AUTOMATICALLY.**

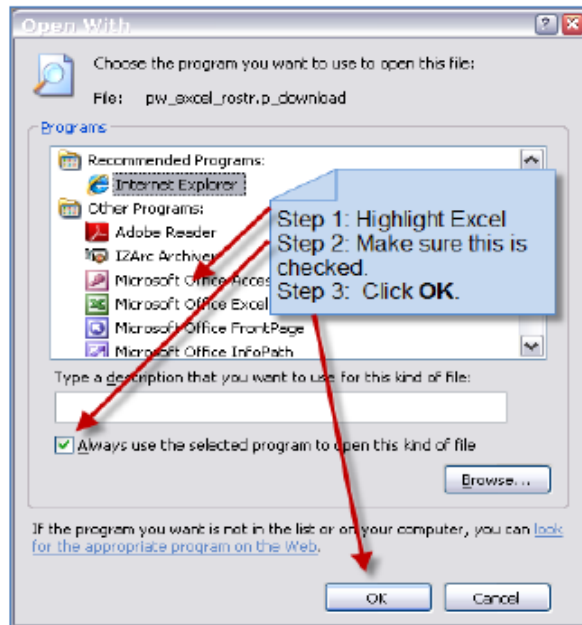
### Internet Explorer – Windows XP

The first time you download a file for Excel you have to associate the file type from the download to Excel. **You only need to perform these actions the *first* time you download a roster. Thereafter, the download will open automatically.**

When you click on the **Click Here** link, the following box appears on the screen.





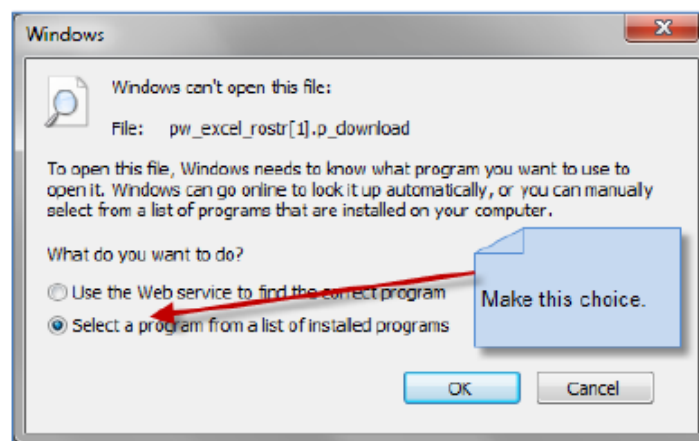


Highlight the **Microsoft Excel** choice, make sure the **Always use the selected program to open this kind of file** option is selected, and click **OK**. The downloaded file will open in Excel.

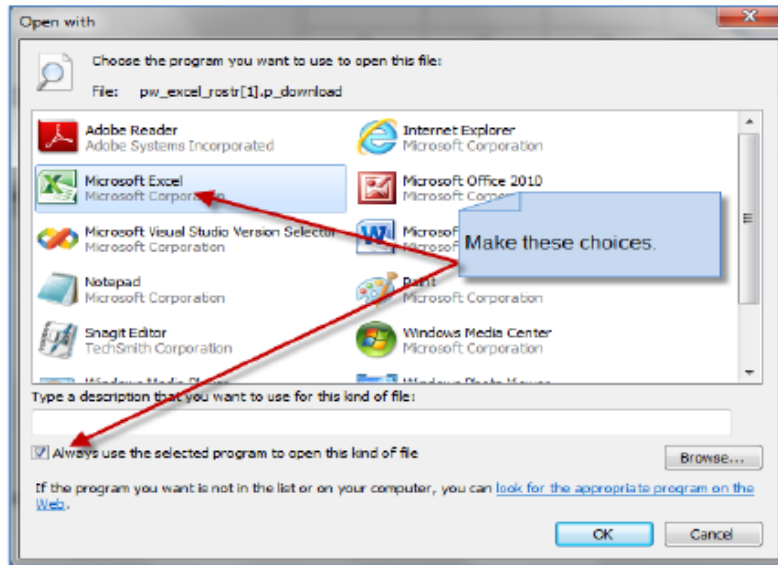
#### Internet Explorer – Windows 7

The first time you download a file for Excel you have to associate the file type from the download to Excel. **You only need to perform these actions the *first* time you download a roster. Thereafter, the download will open automatically.**

When you click on the **Click Here** link, the following box appears on the screen.



Choose the **Select a program from a list of installed programs** selection and click **OK**. The following dialog box appears on the screen.

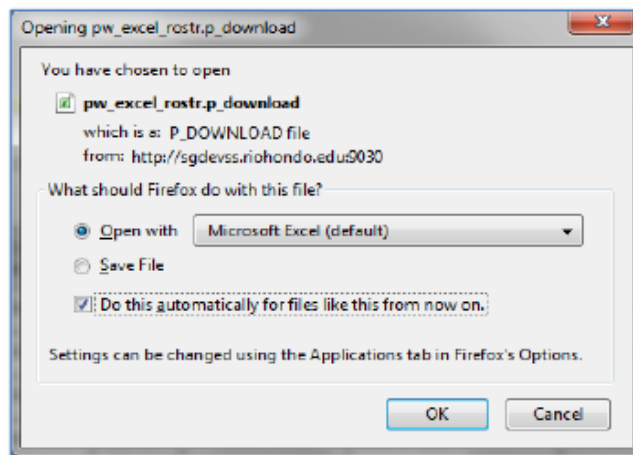


Choose Excel and make sure the **Always use the selected program to use for this type of file** option is selected. Click **OK**, and the file will open in Excel.

#### Firefox – Windows 7

The first time you download a file for Excel you have to associate the file type from the download to Excel. **You only need to perform these actions the *first* time you download a roster. Thereafter, the download will open automatically.**

When you click on the **Click Here** link, the following box appears on the screen.



Make sure you check the box that says **Do this automatically for files like this from now on**. The downloaded file will open in Excel.



### Safari (Mac Snow Leopard)

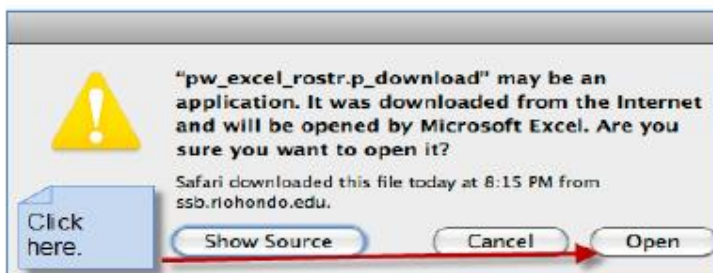
The first time you download a file for Excel you have to associate the file type from the download to Excel. In Safari when you click the **Click Here** link (see Figure 1), the file is downloaded to your **Download** folder. Navigate to your **Download** folder and double click on the **pw\_excel\_rostr.p\_download** file. The following dialog box appears.



Click on the **Choose Application** button. Use the following dialog box to navigate to **Microsoft Excel**.



Next, you will receive a warning about opening downloaded files. You will receive this message each time you open a downloaded file. Click on **Open**.



The file will open in Excel.

## Samples and Suggestions

Regardless of the browser one uses, once you have associated the downloaded file to Excel, your roster will open in Excel. Two examples are shown below.

TERM	CRN	SUBJ	CRS	REG. CODE	STATUS	ID	LNAME	FNAME	MI	MAJOR	PHONE	EMAIL	FINAL GRADE
201130	32543	ADN	155	RW	***REGISTERED***				B	Associate Degree Nursing			
201130	32543	ADN	155	RW	***REGISTERED***					Associate Degree Nursing			
201130	32543	ADN	155	RW	***REGISTERED***				A	Associate Degree Nursing			
201130	32543	ADN	155	RW	***REGISTERED***				N	Associate Degree Nursing			
201130	32543	ADN	155	RW	***REGISTERED***				T	Associate Degree Nursing			
201130	32543	ADN	155	RW	***REGISTERED***				S	Associate Degree Nursing			
201130	32543	ADN	155	RW	***REGISTERED***				C	Nursing			
201130	32543	ADN	155	RW	***REGISTERED***				D	Associate Degree Nursing			
201130	32543	ADN	155	RW	***REGISTERED***					Associate Degree Nursing			

Excel 2010 (Windows)

TERM	CRN	SUBJ	CRS	REG. CODE	STATUS	ID	LNAME	FNAME	MI	MAJOR
201130	32543	ADN	155	RW	***REGISTER				B	Assoc
201130	32543	ADN	155	RW	***REGISTER				A	Assoc
201130	32543	ADN	155	RW	***REGISTER				N	Assoc
201130	32543	ADN	155	RW	***REGISTER				T	Assoc
201130	32543	ADN	155	RW	***REGISTER				S	Assoc
201130	32543	ADN	155	RW	***REGISTER				C	Nursi
201130	32543	ADN	155	RW	***REGISTER				D	Assoc
201130	32543	ADN	155	RW	***REGISTER					Assoc

Excel 2008 (Mac)

You may now use the power of Excel to sort, filter, print, save, rename, etc. the downloaded information. It is recommended that you save the file with a meaningful name in one of Excel's native formats (xlsx or xls).

Enjoy!



## Grading Guidelines

### GRADING SYSTEM

Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average (GPA). The highest grade shall receive four points, and the lowest grade shall receive 0 points, using only the following evaluative symbols:

<u>Symbol</u>	<u>Definition</u>	<u>Grade Point</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P	Pass (Satisfactory)	
NP	No Pass (Not Satisfactory)	
SP	Satisfactory Progress towards completion of the course <i>(used for noncredit courses only and is not supplanted by any other symbol.)</i>	

### Non Evaluative Symbols

I	Incomplete
IP	In Progress
RD	Report Delayed
W	Withdrawal
MW	Military Withdrawal
EW	Excused Withdrawal <i>(the EW symbol may be used to denote withdrawal in accordance with <a href="#">Title 5 Section 55024.</a>)</i>

### Incompletes

An "I," or Incomplete, grade represents incomplete academic work at the end of the term for unforeseeable, emergency, and justifiable reasons. The conditions for removal of the "I" and the grade assigned in lieu of its removal shall be stated by the instructor on an Incomplete Grade Record form. This form is available to download on the faculty web portal final grade roster.

The division dean **must** sign the form. In the absence of the dean, the form may be signed by the Vice President of Academic Affairs, Vice President of Student Services, or Director of Admissions and Records. A copy of the Incomplete Grade Record form must be given to the student with another copy remaining on file with the Office of Admissions and Records until the grade is made up or the time limit has passed. A third copy shall remain with the dean of the division, and the instructor should keep a copy. A final grade will be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The Incomplete grade may be made up no later than one year following the end of the term in which it was assigned. Under unusual circumstances, a student may petition for an extension of the one-year period. **While the student is completing his/her work on the incomplete, he/she may not enroll in the course nor attend the class.**

The "I" grade shall not be used in calculating units attempted or grade points.

### **RD Report Delayed**

The “RD” symbol may be assigned by the Office of Admissions and Records **only**. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible.

“RD” shall not be used in calculating grade point averages.

### **Withdrawal**

Faculty members should become familiar with the different applications of the “W,” or “Withdrawal” symbol.

- Withdrawal without Receiving a W Grade – A student may drop a class without penalty if he/she does so within the first 20% of the course offering. The course will not appear on the student’s permanent records.
- Withdrawal through the Drop Deadline - A student may initiate a withdrawal and receive a grade of “W” between 20-60% of the class meetings. The course will appear on the student’s permanent records.
- Withdrawal from Classes Other Than Regular Semester Length - A student may initiate a withdrawal and receive a grade of “W” only through the drop deadline, which is calculated based on completion of 60% of the course. Withdrawals after 60% must be assigned a letter grade.

The deadlines for these actions are published by the Office of Admissions and Records each term and should be included in each course syllabus.

The class instructor may drop a student for non-participation before the drop deadline with a grade of “W” assigned.

### **INSTRUCTOR OF RECORD**

The grade determined by the instructor of the course will be final, as stated in Education Code, Section 76224:

When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student’s grade by the instructor in the absence of mistake, fraud, bad faith, or inconsistency, shall be final.

### **GRADE CHANGE**

Rio Hondo Administrative Procedure (AP) 4231 states:

The instructor of the course shall determine the grade to be recorded for each student. The determination of the student’s grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. The removal or change of an incorrect grade from a student’s record shall only be done upon authorization by the instructor of the course. **A student has one year from the end of the term in question to challenge a grade.** In the case of fraud, bad faith, clerical error, incompetence, or unavailability of instructor or death of instructor, the final determination concerning removal or change of grade will be made by the Vice President of Academic Affairs with the appropriate involvement of faculty from the discipline and the Academic Senate. **All returned work must be retained by the student as documented evidence in order to pursue a request for a grade change.**

In order to change a grade, the instructor must complete and sign a Grade Change Form, which may be obtained in the Office of Admissions and Records or your division office.

## **GRADE RECORDS**

Grade records show the good faith of the institution in grading. Faculty members are required to retain all grade records for a minimum of one year. Individual divisions may have additional requirements with regard to the storage of records. It is good practice to maintain an accurate record of student grades in written assignments, quizzes, exams, and presentations, for the following reasons:

- Most students care a great deal about what grades they are earning in your class. Accurate and up-to-date grade records inform students of their grades on a timely basis and allow the students to plan for additional study time or help, if necessary.
- Returning papers, exams, homework, etc. promptly and with feedback allows students to know their standing in relationship to their grade and what they need to do to improve.
- Class syllabi that contain clear and specific information about grading criteria and clearly defined student expectations can serve to answer students' questions and resolve grade anxiety. When giving credit for "participation" or "extra credit," please specify precisely what activities students will receive credit for, how they will be measured, and how the grade will be determined.

## **GRADE REPORTING**

To submit grades in *AccessRIO*, follow these steps:

**Step 1:** Log onto your **AccessRIO** account (see "Using *AccessRIO*" section above).

**Step 2:** To submit the final grades for your classes, click on **Final Grades**.

**Step 3:** For each student, select the grade of **A, B, C, D, F, or P/NP** from the dropdown menu. For students assigned an Incomplete, you should leave the grade blank and submit an incomplete form to the Admissions & Records Office. If the student does not complete the Incomplete work by the mandatory deadline, the system will automatically convert the student's grade to the letter grade you indicate on the form.

Students have the option to take a class as Pass/No Pass, but they must petition within 30% of the class meetings for this option.

*Note:* The roster screen lists 1-50 student records only. If you have more than 50 students, you will need to click the **NEXT** button to access the remaining student names.

**It is important that you click "submit" often to save your work, especially before going to the next page. If you make a mistake, you can only change a student's grade online as long as the drop down menu is still available for submitting grades.**

## **GRADE REPORTING for NONCREDIT**

To submit grades in *AccessRIO*, follow these steps:

**Step 1:** Log onto your **AccessRIO** account (see "Using *AccessRIO*" section above).

**Step 2:** To submit the final grades for your classes, click on **Final Grades**.

**Step 3:** For each student, select the grade of **P, NP, SP** from the dropdown menu. Also include the number of hours each student attended in the Attended Hours field.

*Note:* The roster screen lists 1-50 student records only. If you have more than 50 students, you will need to click the **NEXT** button to access the remaining student names.

**It is important that you click “submit” often to save your work, especially before going to the next page. If you make a mistake, you can only change a student’s grade online as long as the drop down menu is still available for submitting grades.**

## **GRADE SUBMISSION DEADLINES**

If you do not submit your final grades by the announced Admissions and Records deadline, you will not be able to change a student’s submitted grade in *AccessRIO*. To change grades after **they have been rolled into academic history, you will have to go in person to the Office of Admissions and Records in (SS 120) to fill out the paperwork for a grade change.**

It is essential that you submit all grades within the timeline provided. Failing to meet the submission deadline affects students who are applying for jobs and scholarships that require transcripts, attempting to transfer to other institutions, or trying to register for classes that require completion of prerequisites. Submitting grades late impacts students’ academic and professional careers. In short, turn your grades in on time!

## **Attendance Guidelines**

For each class, a record of student attendance should be accurately maintained. The attendance sheet is a legal document and may be subpoenaed in court. Each instructor may vary his/her record-keeping procedures to individual preference. However, each record of attendance should show the date a student “adds” or “withdraws.” (Consult your individual division for any additional requirements for the storage of attendance records.)

All students are expected to attend every meeting of every course in which they are enrolled. A student may be dropped from a course because of non-participation as defined in the syllabus by the instructor. The instructor’s syllabus should very clearly explain his/her definition of non-participation.

It is a good practice to maintain an accurate record of student attendance for the following reasons:

1. Message Sent to Students:  
Informing students that you will be keeping attendance records lets students know that regular attendance is necessary for academic success and student learning. Failing to take roll may send the message that it is not important whether students attend or not.
2. Fairness in Grading:  
If you penalize the final grade for non-attendance or participation, it is doubly important that you maintain accurate attendance records in case a student has a question about how it has affected the final grade.
3. Legal Aspects:  
It is possible that your record of student attendance may be subpoenaed for civil and criminal investigations and/or court cases.
4. Student Challenges:  
If a student challenges a grade after the fact, attendance and grade records may be reviewed and can be a crucial part of resolving the challenge.

## C. Commencement

Faculty members--both full-time and adjunct--are strongly encouraged to attend the College's annual commencement ceremony, which allows faculty members to celebrate their students' academic achievements.

Each spring, the Rio Hondo Bookstore will notify campus faculty and administrators of deadlines to order caps and gowns, free of charge. Faculty members are welcome to wear their own regalia.

At the ceremony, faculty and administrators process to the stage where faculty seating is available. The Superintendent/President of the College provides opening remarks. The President of Academic Senate offers inspiring words for the graduates, as well, and the Vice President of Academic Affairs presents the candidates for graduation to members of the Board of Trustees, who confer the degrees and certificates while congratulating students who step onto stage to be recognized.

As a faculty member, can you think of any more visible way to demonstrate your commitment to your students' success than by attending this milestone event?

## D. Directed Study

Directed Study courses require faculty members to assume additional responsibilities, outlined as follows.

### Directed Study Courses

A Directed Study course is intended for students who have the ability to assume the responsibility for independent work, to prepare written and oral reports/or appropriate projects, and who possess a 3.0 overall grade point average in a major (unless the instructor feels an exception may be made).

Directed Study courses may be developed from any topic arising from or related to a course of study that will result in developing breadth and depth in that subject area. The project selected will be described in a contract agreed upon by the student and the instructor.

One (1) unit of credit will be awarded for every 54 hours per semester of Directed Study work, six (6) hours of which **must** be with the instructor. A student may take a Directed Study course for a maximum of four (4) units within a discipline and may not accumulate more than a total of twelve (12) units college-wide. Due to the short duration of the summer session, students must be advised that their contracts will be limited to no more than one (1) unit credit for the entire summer session.

### Preparing and Filing Directed Study Contracts

For each student who is accepted for Directed Study, the instructor and the student will prepare a contract which will include the following:

1. Units of credit
2. Objective of the course of study
3. Materials and/or activities to be pursued in achieving those objectives
4. The time commitment of both the student and the instructor to the Directed Study (54 hours per semester per unit, 6 hours of which **must** be with the instructor)
5. The nature of the final report expected
6. Lab fees to be paid, if the course requires it
7. The student, instructor, and the division dean **must** sign the contract

The directed study contract must be submitted to the Office of Instructional Operations (T-106), in accordance with the Directed Study Calendar. Summer session contracts must be returned to the Office of Instructional Operations following Summer calendar dates.

### Directed Study Forms

Each student whom an instructor wishes to enroll in a Directed Study should complete the required Directed Study Authorization form. These forms and a sample contract are available in each division office. The authorization form and completed contract (with the proper signatures) must be returned to the Office of Instructional Operations (T-106) in accordance with the Directed Study Calendar.

### Directed Study Instructor Remuneration

Directed Study is intended for full-time instructors only. Adjunct instructors may be assigned Directed Study contracts **only after prior approval** from the Vice President of Academic Affairs.

The instructor will receive a minimum of one (1) percent to a maximum of six (6) percent of load credit, depending upon the number of students and their unit credit completion at the end of each semester, as agreed upon in the students' contracts. Instructors who agree to supervise students will meet with each student an average of six hours during the semester for each unit of student credit. ***It should be understood that 2 to 3 students would be a maximum for a given instructor.***

Remuneration for Directed Study will be determined as paid overload at the end of the semester, depending on the number of students who complete the course.

<b>Directed Study - Formula</b>		
<b>STUDENTS</b>	<b>UNITS</b>	<b>PERCENTAGE</b>
1	1.0	1.0%
1	2.0	1.5%
1	3.0	2.0%
1	4.0	2.5%
2	1.0	2.0%
2	2.0	3.0%
2	3.0	4.0%
2	4.0	5.0%
3	1.0	3.0%
3	2.0	4.0%
3	3.0	5.0%

## E. Media Requests to Enter Classrooms

Occasionally, there have been situations in which television news or print reporters and/or photographers wish to enter classrooms to tape instruction and/or interview students. Under no circumstances may they be allowed to do so without the approval of the Director of Marketing and Communications and the permission of the instructor of record, the division dean, and the Vice President of Academic Affairs.

Such an experience can be disruptive to the teaching and learning process. If you find yourself in the situation of having representatives of the press just show up without consulting you or the Director of Marketing and Communications in advance, you should not allow them into the classroom. The Director of Marketing and Communications, or an assistant, will escort the media to the classroom when prior arrangements have been made.

If prior arrangements have not been made, you should immediately contact your dean or director, who will assist you in dealing with the situation, as will the Director of Marketing and Communications at **ext. 3145**.

When permission is given to representatives of news agencies (print and electronic), the College must have the permission of each student to be interviewed or photographed. The Director of Marketing and Communications is able to assist with this process.

If any students do not wish to be interviewed or photographed, it is up to the faculty member in charge to see that they are not photographed. Please seek assistance from the Director of Marketing and Communications at **(562) 908-3145**.



## F. Student Learning Outcomes (SLOs)

As noted in Chapter 1, our College is accredited by the Western Association of Schools and Colleges (WASC) through the Accrediting Commission of Community and Junior Colleges (ACCJC). As part of the college accreditation process, all courses and programs must have Student Learning Outcomes (SLOs) identified and regularly assessed. The SLO assessment process helps faculty members evaluate the knowledge and skills acquired by students through their participation in a course or academic program.

SLOs have been identified for each course at Rio Hondo and are currently maintained online in our *SLOlutions* software. **For all full-time and adjunct faculty members: SLOs for all courses you teach must be listed on your syllabus.** All faculty members are required to participate in the assessment of SLOs.

Using ACCJC’s “Rubric for Assessing Student Learning Outcomes” as a benchmark, the following table shows how Rio Hondo’s SLO assessment process meets the requirements for our institution to be considered “proficient” by ACCJC in our assessment of SLOs and SAOs (Service Area Outcomes):

### Rio Hondo College Proficiency Summary

ACCJC Rubric	Rio Hondo Practice
Student learning outcomes and authentic assessments are in place for courses, programs, support services, certificates, and degrees.	All SLOs, SAOs, recorded data, and reports are in SLOlutions.
There is widespread institutional dialogue about the results of assessments and identification of gaps.	SLO discussions occur in order to prepare assessment reports, program plans, program reviews and the program review committee.
Decision-making includes dialogue on the results of assessment and is purposefully directed toward aligning institution-wide practices to support and improve student learning.	SLO analysis and discussion occurs as part of the program review process, as well as in the development of unit and area plans.
Appropriate resources continue to be allocated and fine-tuned.	The college provides release time for the SLO Coordinator and the Program Review Coordinator. Time is provided in Division/ Department meetings for SLO discussions.
Comprehensive assessment reports exist and are completed and updated on a regular basis.	All assessment reports are located in SLOlutions.
Course student learning outcomes are aligned with degree student learning outcomes	Appropriate course outcomes are aligned with Degree outcomes in SLOlutions.
Students demonstrate awareness of goals and purposes of courses and programs in which they are enrolled.	Students receive information about programs in course syllabi and the college catalog. Student surveys query SLO and program awareness.

More information may be found on the Student Learning Outcomes website (<http://www.riohondo.edu/slo>), including information on how to use *Taskstream* and useful SLO-related guidelines. More in-depth questions regarding SLOs should be directed to Alyson Cartagena ([acartagena@riohondo.edu](mailto:acartagena@riohondo.edu)), SLO Coordinator, who serves as co-chair of the SLO Committee.

## G. District Assigned Personnel (DAP)

DAP (District Assigned Personnel) faculty release time positions are currently listed in Appendix I of the Faculty/District CBA; these DAP positions address emerging needs at Rio Hondo College that require college-wide service and faculty expertise. These do not include positions related to RHCFA or Academic Senate duties, which are historically assigned by leaders in those areas, or positions involving reimbursement for backfill to the District (see page 2). Special Assignment Personnel (SAP) are reserved for those who receive release time for department project assignments and are not included in this document.

The following objectives are maintained for all DAPs:

- to make position descriptions more complete
- to standardize position descriptions, where possible
- to set term lengths of positions on a regular two-year cycle with staggered start dates
- to codify a DAP selection process that provides greater clarity for both administrators and faculty while abiding by current CBA contract language (in particular, CBA, 5.5.5.2 – see below)

### ***DAP Selection Process (in the semester prior to term start date):***

1. The District consults with RHCFA, per CBA section 5.5.5.2, with intention to open DAP positions.
2. The position announcement is posted for one week.
3. A Selection Committee is formed of District administrators (President, VPAA, VPSS, and VPFB or their administrative designees) and one faculty member knowledgeable about the duties and responsibilities of the position, to be selected by the Academic Senate. The Selection Committee may invite additional faculty members to serve on the Selection Committee, as desired.
4. The Selection Committee interviews and identifies the successful applicant.
5. The name of the successful applicant is announced to the campus community.
6. Any future changes to the terms of the DAP position are brought to the Planning and Fiscal Council (PFC) as an information item at the time the position is re-opened.

### ***From the Collective Bargaining Agreement between Rio Hondo College Faculty Association/CCA/CTA/NEA and Rio Hondo Community College District***

#### 5.5.5. Project Assignments

- 5.5.5.1 The process for selection of Special Assignment Personnel (SAP), and the determination of the amount of release time granted for project assignments, shall be done in accordance with department-developed procedures, if any, as approved by the District; in the absence of said procedures, the Division Dean shall make these determinations.
- 5.5.5.2 District Assigned Personnel (DAP) render service to meet needs that are college-wide, not division specific. Duties for a new DAP will be included in the recruitment announcement. Selection of a DAP shall be made by the District after consultation with the Association. The District shall notify the Association in writing whenever there is an additional, removal, or change to any DAP position.

5.5.5.3 The current DAP and SAP positions are in Appendix I, along with the associated reassigned times as of the signing of this agreement. These positions are current as of the execution of this agreement but subject to modification as set out in 5.5.5.1 and 5.5.5.2.

### DAP Positions <sup>1</sup> (by semester)

<b>DAP Position</b>	<b>% RT</b>	<b>2-Year Term Start Date</b>
1. Institutional Effectiveness Coordinator	10%	Fall 2018
2. Program Review Coordinator	20% <sup>2</sup>	Fall 2017
3. Leadership Academy Coordinator	20%	Fall 2018
4. Honors Coordinator	40%	Fall 2017
5. Distance Education Coordinator	40%	Fall 2017
6. Basic Skills Coordinator	40%	Fall 2016
7. Staff Development/FLEX Coordinator	15%	Fall 2018
8. Study Abroad Coordinator	10%	Fall 2017
9. SLO Coordinator	40%	Fall 2018
10. First Year Seminar Coordinator	16%	Fall 2018
11. Accreditation Writer/Editor	60%	As needed
12. Equity Coordinator	100%	Fall 2017
13. Title 5 Coordinator	50%	Fall 2018
14. Pathway to Law Coordinator	40%	Spring 2018

<sup>1</sup>The District retains the right to deny or reassign a release time position at any time based on changing needs for DAP.

Assignment percentages and length of term may be adjusted by the District, as needed.

<sup>2</sup>Applies Fall Semester only

### DAP Positions Not Included for Review

Currently Listed in Appendix I

<b>DAP Position</b>	<b>% RT</b>	<b>Release Time Duties Related To</b>
1. RHCFA	20%	RHCFA
2. RHCFA Grievance Chairperson	20%	RHCFA
3. Evaluation Facilitator	40%	RHCFA
4. Academic Senate President	80%	Academic Senate - RHC
5. Academic Senate 1 <sup>st</sup> Vice President	20%	Academic Senate - RHC
6. Academic Senate 2 <sup>nd</sup> Vice President	20%	Academic Senate - RHC
7. Academic Senate Secretary	20%	Academic Senate - RHC
8. Academic Senate Parliamentarian	20%	Academic Senate - RHC
9. Academic Senate – Past President	20%	Academic Senate - RHC
<b>Position Elected by Committee</b>	-	
10. Curriculum Committee Chair	50%	Curriculum Committee
<b>Positions Reimbursed for Backfill</b>	-	
11. Academic Senate CCC Rep.	20%	Academic Senate - RHC
12. California Teacher's Assn. – CCA V.P. <sup>1</sup>	80%	California Teacher's Association

<sup>1</sup>Currently listed incorrectly as State Academic Senate

## H. Mandatory Trainings

All mandatory trainings can be completed online via the Keenan Safe Colleges Training site (<http://riohondo.keenan.safecolleges.com/login>). An account for each employee will be created by Human Resources. Please see log-in instructions on page 44 to access the trainings. If you cannot access the trainings, please contact Cynthia Nuñez, Senior Administrative Assistant, Human Resources, at [cnunez@riohondo.edu](mailto:cnunez@riohondo.edu) or at (562) 463-5151.

### **Mandated Reporter Training**

#### ***All College Employees***

California Assembly Bill 1432 – Mandates all school employees to receive annual training on child abuse and neglect detection, mandatory reporter obligations and procedures, and information that the failure to report child abuse or neglect is a misdemeanor and punishable by six months in jail, a \$1,000 fine, or both. All current District employees must complete and show proof of training within the first six (6) weeks of each academic



### **Mandated Reporter: Child Abuse and Neglect**

year.

### **Title IX Training**

#### ***All College Employees***

Title IX of the Education Amendments of 1972 states that: no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Title IX requires Rio Hondo College to provide students and employees with an environment safe from sexual misconduct, such as sexual harassment and sexual violence. The U.S. Department of Education and its Office for Civil Rights (OCR) issued a Dear Colleague Letter (DCL) making mandatory all public and private colleges and universities receiving any federal financial aid to comply with Title IX regulations. Title IX prohibits discrimination on the basis of sex in federally funded education programs and activities.

The Dear Colleague Letter (DCL: <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf>) explains a school's responsibility to respond promptly and effectively to sexual violence against students in accordance with the requirements of Title IX.

For additional Rio Hondo College specific information on Title IX, please follow the link below:

[www.riohondo.edu/student-affairs/title-ix-what-it-is/](http://www.riohondo.edu/student-affairs/title-ix-what-it-is/)



## Title IX and Sexual Misconduct

### **Mandatory Trainings – Instructions**

**To log on, please click on the following link:**

<http://riohondo.keenan.safecolleges.com/login>

- 1) For your “Username”, type the first letter of your first name followed by your complete last name and the last four numbers of your social security number. For example, John Smith’s username is jsmith1234, Jane Doe’s username is jdoe5678. Then hit the “Sign In” tab.
- 2) Once you hit the “Sign In” tab, you will be routed to the next page where you will be asked to confirm your login by tapping on the “Log Me In!” button at the bottom of the page.
- 3) The “Mandated Reporter: Child Abuse and Neglect” and “Title IX and Sexual Misconduct” trainings will appear on the screen. Start by clicking on the course. Please remember the courses have audio, so be sure the volume does not interfere with others work.
- 4) Click the button to “Accept” the disclaimer.
- 5) There are three required modules and a quiz. You must complete each of the modules in its entirety, as well as successfully pass the quiz at the end of each of the courses in order to receive full credit. In the event you have to log out from the training, the system will track where you left off in each of the courses, as long as you complete the entire module. In the event you log off in the middle of a module, you will need to begin that same module logging back in. You will log back in by typing in your username and repeating the steps above. You will see a green check mark to the left of the modules you have already completed.