



Academic Senate

Dear Colleagues,

Welcome to NOCE.

As you know, every campus is different and has a different way of doing things. As a Senate, we created this handbook to provide general information to assist you in navigating NOCE.

We hope you find this handbook useful and that you will refer to it often. If you have questions that are not found in this handbook, please contact your director or administrative assistant.

Best wishes and many thanks for all that you bring to our institution.

Sincerely,

NOCE Academic Senate

Getting Started

Parking

A parking permit is required at all three campuses. To receive a staff parking permit, pick up, complete, and return the Parking Permit Application form to your department's administrative assistant. Only one parking permit is needed and will work at all three locations.

ID Cards

ID cards are available for all NOCE employees. Pictures are taken at the Security office located at the Anaheim Campus, 2nd floor. On some campuses the ID card can also act as a key. Contact your department director to request key card access.

Materials

Getting started you will need books, course content sheets, office supplies, etc. Contact your department director and/or the department administrative assistant.

Syllabus

Each course that is taught must have a course syllabus. The syllabus informs students of the rules, guidelines, policies and procedures of the class and the school. It is also a good practice to provide your director with a copy, so they can effectively deal with students that meet with them to discuss the course. The syllabus is your protection. Put everything in writing.

A template of course syllabi can be found in CurricuNet <http://curricunet.com/sce/>. You do not need to log in.

- On the left of the screen under Search, click Course. Enter the Subject and Course Number or just the Course Title and click OK.
- This will produce a list of the requested course. Courses can be listed as Active, Launched or Pending. Make sure you are choosing the Active course.
- Click the WR for the Course Outline Report and SY for the Course Syllabus outline.

Remember, the template provides basic information about courses and NOCE. Items specific to your department and to your course will need to be added by you.

Copies

Department policy determines whether you can print copies using your department copier or department code. If you are only allotted a specific number of copies, consider posting information in Canvas. This is a great way for your students to have 24-hour access to your course materials.

If you do not have access to your department copier or code, copies are obtained from the Production department. To obtain copies from the Production Department, fill out a Production Request Form (Appendix B) and submit to your department administrator for

completion. Forms should be located in your department. To guarantee timely receipt of materials, submit your request two weeks prior to the date needed.

Keys

There are two types of keys to access internal and external doors on our campuses: keys and key cards. Keys can be checked out in the main office of the campus. Key cards are to be requested from your department director. Key cards are assigned access based on individual need.

Main Offices

Anaheim Campus – 2nd floor

Cypress Center – NOCE Building in parking lot 4

Wilshire Center – Building 100

Responsibilities

Full-time faculty members are expected to participate in campus and District governance (Academic Senate) and co-curricular activities including, but not limited to attending the mandatory non-student duty days, service on hiring, evaluation and other committees, attendance at graduation ceremonies, program and curriculum evaluation and development (including appropriate participation in the formulation of Student Learning Outcomes and the Student Learning Outcomes assessment cycle), etc., as part of their professional obligation. (5.1.3.1.3)

Absences

Faculty with contracts of at least 175 days, but fewer than 193 days, who are employed full-time during the academic year, are allowed ten (10) days of regular sick leave credit at full pay. Faculty with contracts of 193 days, who are employed full-time during the academic year, are allowed eleven (11) days of regular sick leave credit at full pay. (13.5.1.1)

When instructional faculty are absent, you will indicate your absence in iTendance for the classes that were missed. All faculty need to complete an absence form (Appendix C). On the absence form you will have to select a reason for the absence; personal illness, personal necessity, family illness, jury duty, industrial illness/injury, or bereavement.

Sick Leave – 10 days at full pay (175 day contract)
11 days at full pay (193 day contract)

Personal Necessity – Six (6) days of earned and available regular sick leave for personal necessity leave. May not be used for pursuit of business, financial or economic interests, including the pursuit of employment outside the District (including self-employment), vacation or other recreational pursuits.

Family Illness – May use earned and available regular sick leave to attend to the illness of a child, parent, or spouse of faculty. “Spouse” includes the domestic partner of a faculty member as defined by section 297 of the California Family Code.

5 days per calendar year (175 day contract)

5.5 days per calendar year (193 day contract)

Jury Duty – Leave shall be granted by the District pursuant to the provisions of the Education Code and shall be granted with no loss in pay. Faculty shall reimburse the District for payment received for jury duty in a manner prescribed by the District, and the District shall issue the faculty member's normal pay check.

Bereavement Leave – Five (5) days with pay are allowed for absences due to the death of the faculty member's spouse, parent or child. Five (5) days with pay are allowed due to the death of the parent or child of a faculty member's spouse.

Time may be taken for brothers/sisters, brother/sister-in-law, son/daughter-in-law, grandparent or grandchildren, aunt/uncle, niece/nephew, or any person who has lived in the immediate household. Specific number of days are allowed with pay based on location as well.

Professional Activities

You may request the following:

- Attendance at professional conferences and workshops
- Visitation to classes in other departments or areas, or at other colleges
- Participation in other professional activities

Such request should be submitted to your Immediate Management Supervisor. If approved, attendance shall be allowed with no loss of pay. If denied, there is an appeal process. (4.1.1 – 4.1.4)

Scheduling

The Immediate Management Supervisor or designee shall collaborate with full-time faculty through written communications or department meetings before and after decision making in determining the following:

- Classes offered
- Scheduled times of offerings
- Number of sections within divisional allocation
- Assignments of full-time faculty members
- Development of divisional and departmental budgets
- Allocation and specification of equipment and facilities
- Participation in professional activities

Such collaboration shall be through department meetings, division meetings or written communications, as appropriate, in such manner as will afford a bona fide opportunity for participation of full-time faculty in the decision-making process.

Full-time faculty shall have a five (5) day period within which to review their individual schedule prior to the submission of such schedule to the next organizational level. During

this five (5) day period, if requested by the full-time faculty, the Immediate Management Supervisor shall consult with the faculty concerning their schedule. (4.2.1 – 4.2.4)

Workload

If you are looking for information concerning Instructor Workload, refer to Article 5 of the [UF Contract](#). If you are looking for information concerning Counselor Workload, refer to Article 6 of the UF Contract.

iTendance

iTendance is the timecard and roster system for NOCE. Timecards must be submitted by the first of every month for the previous month's timecards. For example; all your November timecards are due by December 1st. Timecards submitted after the first will be processed the following month. For example; if you taught for 2 hours on November 26, but did not submit that timecard until December 3rd, those hours would not be processed until after January 1st.

Attendance can be submitted any time after the class is scheduled to begin. We encourage and appreciate prompt submissions to assist us in processing your timecards accurately and in a timely manner.

If you log in and do not see your class, it is because "Due Timecards" and rosters appear about 30 minutes before the class is scheduled to meet.

Logging in

To login to the iTendance system you will need to provide your username and password.

Your username is usually the first initial of your first name and your full last name. For example, John Smith's username would be **jsmith**.

Your password is set by default to a six-digit version of your birthday in the format MMDDYY. So, if you were born on the 4th of July 1976, your default password would be 070476.

You can get the iTendance login page by going to the NOCE home page <http://noce.edu/> moving your mouse to the "Staff Resources" menu item of the gray menu bar, and clicking on "iTendance" on the drop-down menu.

Once you're logged in with your username and default password, you will be prompted to change your password. You can change your password to whatever you like, just make sure it is easy for you to remember, and difficult for others to guess. Type your new password in both the boxes, you have to type the same password twice to make sure there are no typos. After you successfully change your password you will be directed back to the login page where you can enter your same username and new password.

Entering Timecard and Roster

To learn how to enter your timesheet and student attendance, click the link below to watch a short video. Through this link you will also see a link to Frequently Asked Questions.

[Submitting a Timecard and a Roster](#)

Substitute Teaching

If you are substituting for a class that you normally do not teach, follow the process below to submit your timecard and roster.

1. Log into iTendance
2. Click on "Substitute for a Class" (in the upper right corner)
3. Use the Substitute search form to find the class you are subbing for
 - a. For example, if you know the CRN number, type that in the CRN field. If you know the class title, type it into the class title field.
4. You should get a list of classes that fall within your search criteria. Click on the CRN of the correct class.
5. Click on the specific meeting time of the class you are subbing for.
6. Fill-out the timecard and roster as normal, confirm as normal.

iGrade

iGrade is our system for entering grades at the end of the term. When the attendance is entered on the last day of class, the grade link will appear. After clicking on the link, you will see your roster and the grade options that are available.

Student Learning Outcomes (SLOs) and Assessments

Each term, SLOs are to be recorded for all courses taught. Instructors must assess and report on at least one student learning outcome per class. Instructions on reporting SLOs can be found by contacting the SLO Coordinator. (Contact your department administrator for the current contact information.)

Canvas

Canvas is a learning management system. It is the primary location to store and display all your NOCE course materials and student grades. Canvas uses the latest Web technology available to provide you with a fast, efficient, attractive platform to help make your teaching and your students learning experience a successful one.

If you are new to Canvas, open Canvas by clicking the orange circle in the upper right-hand corner of the NOCE webpage, or by pointing to the Student Services tab on the NOCE website and clicking Canvas.

To log into Canvas, use the same username and password that you use to log into your school email. If you have more questions about using Canvas, on the left-hand side, in the green bar, click on Help. You will see a link for Instructor User Guide.

Campus Safety


For an emergency dial 9-1-1 from any campus phone. To reach Campus Safety or Security, call the following numbers by NOCE Center:

Anaheim: 714.808.4911

Cypress: 714.484.7387

Wilshire (Fullerton): 714.992.7777

Accident/Incident Report

All faculty either witnessing an accident/incident or supervising at the time should complete and submit an [Accident/Incident Report](#)  within 24 hours to the CTE Program Director, who will forward the report to the NOCCCD Risk Management Office. In cases of serious injury, a telephone report is to be made immediately.

Student Support Services

NOCE provides many support services for its students. Below you will find the services, a brief description, and a contact number for more information.

Adult College and Career Transitions (ACCT) – Available to currently registered NOCE students who are considering going to college or are searching for work. 714.808.4677

Disability Support Services (DSS) – has established collaborative agreements with several community agencies which enables us to provide additional supports to enable students to successfully complete postsecondary educational goals and vocational goals. 714.484.7057

- College to Career (C2C) – Provides additional educational and vocational support to students with intellectual disabilities.
- Workability III (WA3) – Provides vocational support to students with disabilities who are ready to work independently
- Independent Vocational and Educational Supports (IVES) – Provides one to one educational and vocational support to regional center clients
- Work Independence Self Advocacy Education (WISE) – Provides a postsecondary education experience at a one to four staff to student ratio for regional center clients.
- Academic, Relationship, Independence, Self-advocacy, and Emotional Health Lab (ARISE) – Provides specialized instruction, counseling, and services to support students with Autism Spectrum Disorder (ASD) as they pursue their educational and vocational goals.

Scholarships – Provides opportunities for students to apply for funding for textbooks, various student fees, and transfer fees to credit-based community college programs. 714.484.7101

Student Success and Support Program (SSSP) – Responsible for “core services” which includes: orientation, assessment, counseling/advising, student educational planning, and follow-up services. The SSSP team can assist students with the following:

- Define a course of study
- Develop student educational plans
- Provide academic counseling and referrals
- Assist with transition to college

Anaheim Campus: 714.808.4682

Cypress Center: 714.484.7440

Wilshire Center: 714.992.9565