

# Instructor Guide

**STEM Division  
Gavilan College**



Welcome to Gavilan! This guide is intended to help new and continuing part-time faculty know who to contact and where to go for what they need. New faculty should go through all items in the checklist below. The last page has a campus map.

Gavilan has a useful Faculty Handbook (<http://www.gavilan.edu/staff/info/index.php>). I have tried to distill some of it and also provide relevant information about being a STEM faculty.

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## **STEM Faculty & Staff Contact Information**

You will probably be working most closely with the full-time faculty and lab technicians:

<b>Name</b>	<b>Position</b>	<b>Email</b>	<b>Office</b>	<b>Office Phone</b>
Jennifer Nari	Interim Dean Full-time Math Faculty	<a href="mailto:jnari@gavilan.edu">jnari@gavilan.edu</a>	MA 118	(408) 852-2880
Sejal Dharia	Full-time Math Faculty	<a href="mailto:sdharia@gavilan.edu">sdharia@gavilan.edu</a>	MA 110	(408) 852-2898
Erik Medina	Full-time Math Faculty	<a href="mailto:emedina@gavilan.edu">emedina@gavilan.edu</a>	MA 108	(408) 852-2862
Ken Wagman	Full-time Math Faculty	<a href="mailto:kwagman@gavilan.edu">kwagman@gavilan.edu</a>	MA 107	(408) 848-4808
Marla Dresch	Full-time Math Faculty STEM Activities Director	<a href="mailto:mdresch@gavilan.edu">mdresch@gavilan.edu</a>	MA 112	(408) 846-4915
Elena Dachkova	Full-time Math Faculty	<a href="mailto:edachkova@gavilan.edu">edachkova@gavilan.edu</a>	LS 111	(408) 848-4708
Raylene Potter	Full-Time Math Faculty	<a href="mailto:rpotter@gavilan.edu">rpotter@gavilan.edu</a>	MA 109	(408) 848-2836
Deanna Souza	Math Lab Coordinator	<a href="mailto:dsouza@gavilan.edu">dsouza@gavilan.edu</a>	MA 101	(408) 846-4959
Sheri Carey	Math Lab Coordinator	<a href="mailto:scarey@gavilan.edu">scarey@gavilan.edu</a>	MA 101	(408) 846-4959
Rey Morales	Full-Time Biology Faculty	<a href="mailto:rmorales@gavilan.edu">rmorales@gavilan.edu</a>	LS 116	(408) 848-4872
Patrick Yuh	Department Chair Full-Time Biology Faculty	<a href="mailto:pyuh@gavilan.edu">pyuh@gavilan.edu</a>	LS 112	(408) 848-4870
Amelia Murphy	Lab Technician	<a href="mailto:amurphy@gavilan.edu">amurphy@gavilan.edu</a>	LS 110	(408) 848-4835
Alyssa Lai	Lab Technician	<a href="mailto:alai@gavilan.edu">alai@gavilan.edu</a>	LS 110	(408) 848-4835
Maria Quist-Shorey	Lab Technician	<a href="mailto:mshorey@gavilan.edu">mshorey@gavilan.edu</a>	LS 110	(408) 848-4835
David Argudo	Full-Time Physics/Engineering Faculty	<a href="mailto:dargudo@gavilan.edu">dargudo@gavilan.edu</a>	PS 104	(408) 848-4766

## Faculty Guide Outline (new faculty: use these as checklists!)

### Logistics

- complete HR paperwork
- parking permit
- email & MyGav portal
- teaching contract
- keys
- mailbox
- part-time office
- copying
- tour classrooms

### Preparation for Teaching

- textbook
- course content and lead instructors/course coordinators
- co-teaching (bio/chem)
- syllabi
- office hours
- using Canvas
- part-time orientation

### Teaching Math Courses

- homework
- exams
- final exam
- projects
- notes
- calculators
- extra credit
- tutoring
- grading
- academic rigor

### Other Things

- Professional Learning Day
- health benefits
- flex time
- instructor absences
- SI program
- scantrons
- AEC
- census & clean-up rosters
- campus security

## Part 1: Logistics – Go Through These in Order

### Complete HR paperwork:

HR will tell you what you need to complete and/or bring. Here's a partial list:

- IRS forms (W-4, I-9, Withholding Allowance); bring a photo ID and Social Security card
- official transcripts of all college- and graduate-level coursework
- TB skin test results (make an appointment with your healthcare provider)
- fingerprinting (make an appointment with the County Sheriff's Office)

### Parking Permit:

New permits are available at the Business Office (Mon-Fri 9-12 pm and 1-5 pm). Faculty teaching in the evening can make arrangements with the Business Office to pick up their parking permit at the Security Building. Faculty may park in any campus lot in the yellow staff spots or white student spots.

### Email & MyGav Portal:

Contact or stop by the IT department in the Multipurpose (MP) building room 105 (408-846-4949) to get

- your gavilan.edu email account
- access to the MyGav portal (<http://my.gavilan.edu>) for things like class rosters, add codes, and submitting grades, and Gavilan's learning management system (<http://ilearn.gavilan.edu>)

**You must check your Gavilan email address regularly!** Failure to do so means you miss out on important emails that may affect your pay. It is easy to set up **mail forwarding** to another email address:

1. Log into MyGav.
2. Look for the Gavilan email panel on the right. Click on the link that says "How to forward Gavilan email" or click this link: <http://www.gavilan.edu/training/collaborate/how-to/owa-basic-training-1.html#forwardemail>.

## **Teaching Contract:**

Once you can access MyGav, use it to acknowledge and accept your teaching contract. You MUST do this by the Wednesday before classes begin, or your first paycheck will be delayed. Directions on how to do so are at <http://tinyurl.com/ybrq5nad>, the Biology Faculty Hub and Math Canvas shell. Your contract should indicate your teaching load. Your load is calculated based on how many hours you teach per week. A 100% load is 15 lecture equivalent hours (LEH) per week. (Each Biology/Chemistry lab hour per week counts for 0.75 LEH; each Statistics/Physics lab hour per week counts for 0.7 LEH.) Thus:

$$\% \text{ load} = \frac{\# \text{ lec hrs/wk} + (0.75 \text{ or } 0.7) \times \# \text{ lab hrs/wk}}{15} \times 100$$

## **Keys:**

All classroom doors are unlocked during normal operating hours, but if you need keys for some reason, submit a work order to [maintenance@gavilan.edu](mailto:maintenance@gavilan.edu). Indicate the room/office number for which you are requesting a key and cc Jennifer Nari, Interim Dean of STEM.

## **Mailbox:**

All faculty have a mailbox in the mailroom, located on the west side of the MP building. Please check your mailbox at least once a week during the semester.

## **Part-Time Offices:**

Part-time Math/Physics/Astronomy faculty share an office in the Physical Science building: PS 103. It has two computers with Internet and copier access (see **Copying**). Use your MyGav username and password to log into these computers.

Part-Time Biology faculty share two offices in the LS building: LS 113 and 117. Both have computers with Internet and copier access (see **Copying**). Use your MyGav username and password to log into these computers.

To get a key for the part-time office, see **Keys**.

## **Copying:**

There are three options for making copies:

1. Reprographics is in the Security Building on the north end of campus. Turnaround is very fast. Include all relevant information: number of copies, single-sided or duplex, staple, 3-hole punch, etc. The overall process:
  - a. Email your documents and info to Rosie Anzualda at [ranzualda@gavilan.edu](mailto:ranzualda@gavilan.edu). Or, go to the Security office and leave the job in Rosie's inbox.
  - b. Rosie will email you when the job is done. If it is urgent, she may be able to make copies while you wait!
  - c. Your copies will be in the Reprographics room on the shelf. Look for your name. Sign out the copies in Rosie's binder on the desk.
2. There is a copier next to the main entrance of the LS building. You may print directly to it from the part-time faculty computers, after logging in to the PaperCut software with your MyGav username and password. After the print job is sent to the copier, go to the copier and use the touch screen to log in there as well. This will authorize the copier to make the copies.

3. There is a copy machine located in the MESA/TRiO Center (MA 115, next to the kitchen area). You may print directly to it from the part-time faculty computers, after logging in to the PaperCut software with your MyGav username and password. After the print job is sent to the copier, go to the copier and use the touch screen to log in there as well. This will authorize the copier to make the copies.

**The copy machines in the Life Science and Math buildings should only be used for small jobs.**

### **Tour Classrooms:**

All classrooms are equipped with PCs, projectors, Ladibug document cameras, and speakers. In addition, the LS building classrooms have high-resolution, widescreen projectors and Ladibug document cameras. It's a good idea to visit the room(s) in which you will be teaching and familiarize yourself with how to operate the equipment. Feel free to use your own laptop to project your lecture content. Contact Media Services (Shawn Mulcare, [smulcare@gavilan.edu](mailto:smulcare@gavilan.edu) or (408) 848-4906) if you run into technical difficulties. Or find a faculty member nearby!

## **Part 2: Preparation for Teaching**

The bulk of your prep work will be getting your lectures ready. The Faculty Handbook has a section on getting ready for your first day: [http://www.gavilan.edu/staff/info/preparing\\_first\\_class.php](http://www.gavilan.edu/staff/info/preparing_first_class.php). It is long, but very useful and worth reading. Here, we'll focus on these things: **textbook; course content and lead instructors/course coordinators; your syllabus; office hours; using Canvas; and the part-time orientation.**

### **Math Textbooks:**

As soon as you are assigned to teach a class, see the Department Chair to obtain a copy of the textbook. The assigned text for each math class can be found on the "Mathematics: Course Content" sheet.

### **Biology Textbooks:**

Make sure you have a desk copy of the textbook and/or lab manual you are using, and access to the online ancillaries (textbook images, links to animations, test bank, etc.). Ask Patrick Yuh to put you in email contact with the right publisher rep.

### **Course Content and Lead Instructors (Math)/Course Coordinators (Biology/Chemistry):**

**Math:** Refer to the "Mathematics: Course Content" sheet for which chapters and sections in the book must be covered during the semester and which ones are optional. It is essential that the core topics be covered by all instructors teaching each course and that students be tested on the core topics.

You are encouraged to talk with another instructor with experience teaching the same course about methods of presenting the material, how much time to spend on each chapter, methods of student evaluation, calculator use, etc. Some math courses with multiple sections have a Lead Instructor.

**Biology/Chemistry:** If you have other questions regarding the course(s) you're teaching, talk with the Course Coordinator. This person is a full-time faculty member and your "go-to" person for matters pertaining to the course.

Course	Lead Instructor/Course Coordinator
Math 5 – Elementary Statistics	Sejal Dharia/Raylene Potter sdharia@gavilan.edu/rpotter@gavilan.edu (408) 846-4947/(408) 848-2836
Math 215 – Support for Statistics	Raylene Potter rpotter@gavilan.edu (408) 848-2836
Math 430 – Algebra I	Ken Wagman kwagman@gavilan.edu (408) 848-4808
Math 240/242 – Algebra II	Marla Dresch mdresch@gavilan.edu (408) 846-4915
Math 8A/B – Precalculus	Jennifer Nari jnari@gavilan.edu (408) 852-2880
Math 218 – Support for Precalculus	Jennifer Nari <a href="mailto:jnari@gavilan.edu">jnari@gavilan.edu</a> (408) 852-2880
Math 411 – Accelerated Prealgebra Math 235 – Accelerated Algebra Math 414/415 – Math Bootcamps	Elena Dachkova edachkova@gavilan.edu (408) 848-4708
Bio 1 – Cell and Molecular Biology Bio 8 – Microbiology Bio 9 – Human Physiology Bio 10 – Principles of Biology Bio 15 – Survey of Human Anatomy & Physiology	Patrick Yuh <a href="mailto:pyuh@gavilan.edu">pyuh@gavilan.edu</a> (408) 848-4870
Bio 4 – Zoology Bio 5 – Botany Bio 7 – Human Anatomy Bio 12 – Human Biology Bio 13 – Marine Biology	Rey Morales <a href="mailto:rmorales@gavilan.edu">rmorales@gavilan.edu</a> (408) 848-4872
Chemistry courses	Dale Clark <a href="mailto:dclark@gavilan.edu">dclark@gavilan.edu</a> (408) 848-4836
Physics/Engineering courses	David Argudo <a href="mailto:dargudo@gavilan.edu">dargudo@gavilan.edu</a> (408) 848-4766

### **Co-teaching with Another Faculty? (Biology/Chemistry)**

If you are teaching the lecture, and someone else is teaching the lab (or vice versa), please coordinate with them to make sure you are on the same page regarding the course. Some questions you should resolve:

- How many students will you let add the course above the cap?
- Which instructor will give out add codes to these students?
- What is the make-up policy for missing labs?
- To what extent do you want lecture and lab to be connected?
- How will lecture and lab points work?

These issues are especially important to figure out when there are multiple faculty teaching lab sections that meet for the same lecture (e.g. Bio 10).

So who has the final say on these matters? The one teaching the majority of the course. In cases where this is unclear, it is usually the one teaching the lecture component.

## Syllabi:

You should have received an email from either Jennifer Nari or Danelle Milazzo regarding the syllabus. Please distribute hard copies of your syllabus on the first day of class, and/or post your syllabus on iLearn (Gavilan's learning management system, which is an instance of Canvas).

The Biology Faculty Hub at <https://ilearn.gavilan.edu/courses/5560> and Math Canvas shell <https://ilearn.gavilan.edu/courses/1594> has syllabi from previous semesters. Draw inspiration from the ones you think are done best!

The syllabus MUST include *Student Learning Outcomes* (which are available here: [http://www.gavilan.edu/committee/curriculum/course\\_outlines.php](http://www.gavilan.edu/committee/curriculum/course_outlines.php)), and the following information and advisories:

### Basic Information

1. Course number and title
2. Term and year
3. Your name as instructor
4. Your availability to students: office hours, email, telephone and appointment procedures, etc.

### Course Details

1. Course description (exactly as stated in the course outline)
2. Prerequisites and advisories, if any
3. Required/optional texts and materials which the students must provide
4. Student learning outcomes (exactly as stated in the course outline)
5. A semester calendar/schedule with daily activities and exam dates. Also include important dates such as the NRS deadline and "W" deadline.

### Evaluation/Grading

1. Grading criteria must be identified (e.g. point system, percentages, etc.)
2. Attendance, by itself, cannot be used as a grade determinant. However, class participation is an appropriate grade factor and students should be advised.
3. Completion requirements: specify the work that students must complete to pass the course (e.g. homework, quizzes, exams, projects, etc.)

### Attendance Policy

The college policy on attendance, as stated in the catalog, is: "Students missing one more class hour than the unit value for particular course, without making prior arrangements may, at the instructor's option, be dropped without possibility of credit". Specify your implementation of the policy.

The following information statements **MUST** either be included on the syllabus or provided through a separate handout.

ADA Accommodation Statement: "Students requiring special services or arrangements because of hearing, visual, or other disability should contact their instructor, counselor, or the Accessible Education Center."

Occupational/Vocational Statement: "Occupational/Vocational students – Limited English language skills will not be a barrier to admittance to and participation in Vocational Education Programs."

Student Honesty Policy Reference Statement: "Students are expected to exercise academic honesty and integrity. Violations such as cheating and plagiarism will result in disciplinary action which may include recommendation for dismissal."

Read the section below on **Teaching Mathematics Courses** for math specific policies on homework, exams, calculator usage, extra credit, and grading. Email a copy of your syllabus to the STEM Division Office (Danelle Milazzo – [dmilazzo@gavilan.edu](mailto:dmilazzo@gavilan.edu)) and cc the Department chair.

### **Office Hours:**

Faculty are required to hold regular office hours commensurate with their teaching load (5 office hours per week for a 100% teaching load).

### **Using Canvas:**

These days, students expect course materials and resources to be available online. You should develop a working familiarity with Canvas so your course has an online presence. Canvas is a well-documented learning management system (LMS) which makes it easy to learn as you go.

The Teaching and Learning Center (2<sup>nd</sup> floor of the Library) is a great on-campus resource for getting up to speed on using Canvas. They have put together a page that links to Canvas documentation at [http://www.gavilan.edu/staff/tlc/canvas\\_help/index.php](http://www.gavilan.edu/staff/tlc/canvas_help/index.php).

Many full-time and part-time instructors have extensive experience working with Canvas and can likely answer your Canvas-related questions as well.

### **Part-Time Orientation:**

There is a part-time instructor orientation near the beginning of each semester. In the *fall* semester, they are the *Wednesday* before classes begin. In the *spring* semester, they are the *Thursday* before classes begin. They usually take place from **6-8 pm**. Expect to hear from administrators, HR, and others. You are not required to attend, but it is very informative. However, attending this orientation counts towards your flex time requirement (see **Flex Time** on page 8 for more info)!

## **Part 3: Teaching Mathematics Courses**

### **Homework:**

Homework should be assigned regularly and discussed in class. The homework should consist primarily of specific problems from the textbook, in sufficient quantities to provide adequate practice on the concepts covered in class. The instructor may choose whether or not to collect and/or grade the homework. Homework should not count for more than 10% of the overall grade.

### **Exams:**

There should be at least three written in-class exams in addition to the final exam. All exams should be in-class; take-home exams are discouraged. Exams should be comprised of problems for the students to work out. The students should show the necessary steps required for solving the problem, and they should be awarded partial credit for correct relevant steps. When grading exams please provide students with feedback. Exams and assignments should be returned to students in a timely manner.

### **Final Exam:**

The final exam should be a comprehensive, in-class exam. The final exam must be given during finals week at the time stated in the Final Exam Schedule.

### **Projects:**

An instructor may choose to assign projects. In statistics courses, some instructors assign an essay as part of an exam as well as a final project.

### **Notes:**

In all math courses, exams should be “closed book.” In some classes, instructors may allow a 3” by 5” notecard for exams. Notes are not allowed for Math 402 and 411 exams.

### **Calculators:**

**Math 402/411** – Calculators are not allowed at any time.

**Math 430/240/242** – A scientific calculator is required. Graphing calculators may be allowed for homework and in-class work at the discretion of the instructor. Graphing calculators are not allowed on exams.

**Math 1A/B/C, 2, 2C, 5, 6, 7, 8A/B, 12, 14** – Graphing calculators are allowed for homework, in-class work, and exams at the discretion of the instructor.

### **Extra Credit:**

Extra credit should be kept to a *minimum* and should count for no more than 2% of the overall grade.

### **Tutoring:**

Students in Math 402, 411, 430, 242, and 240 are required to spend a minimum of 2 hours per week actively engaged in tutoring or other assigned activities in the Math Lab, the MESA/TRiO center, the STEM Center, the Tutoring Center, or other approved tutoring sites on campus. Tutoring should count for 5% of the overall grade.

### **Grading:**

The grading policy should be clear to the students. Most instructors base grades on a combination of homework, exams, quizzes, projects, tutoring, and the final exam.

### **Pass/No Pass Grade Option:**

Math 402 and 411 are “Pass/No Pass” courses where pass is given for mastery of the course content. The department sets the mastery level. Please speak with the Lead Instructor for more information. All other math classes must be taken for a letter grade.

### **Academic Rigor:**

The true measure of success of a student in your class is their ability to be successful in the subsequent class. Please ensure their ongoing success by challenging all of your students with activities, lectures, and exams that will have them ready to do well in their next math course. There are many resources and support systems available at Gavilan to help students succeed. Passing a student who can't do the problems, or decreasing the rigor of the class to help students “succeed,” is not respectful of our students. Our students will work to reach the standards we set and they deserve for us to provide them with an experience that will prepare them for their futures.



## Part 4: Other Things

This final section contains information on other logistical and teaching items that should be useful as the semester progresses. Some are merely FYI; others are extremely important and **MUST** be completed!

### **Professional Learning Day (aka Convocation in the fall):**

This takes place on the Friday before classes begin in fall and spring semesters. It typically goes from 9-3, with department meetings immediately afterward. Expect to hear from the President, Vice Presidents, other administrators, faculty, etc. about budgetary matters and major developments on campus, and perhaps engage in some actual professional learning. Part-time faculty are not required to attend. However, attending this day counts towards your flex time requirement (see **Flex Time** below for more info)!

### **Health Benefits:**

One of the things you will likely hear about at the part-time orientation is health benefits for part-time faculty. Like most community colleges, part-time instructors at Gavilan do not receive health benefits. However, the Gavilan College Faculty Association (GCFA) recently negotiated the option for part-time instructors who have taught at least two consecutive semesters to enroll in a medical plan through the same provider as full-time faculty, Self-Insured Schools of California (SISC). Part-time instructors are responsible for all costs. Here is the contract language (Article 27.1):

*Current teaching part time faculty employees may enroll in the medical plans made available to them under SISC, at the part time faculty members' own full cost.*

*The District will not make any financial contributions toward the premiums, initiation fees, deductibles, retentions, co-pays or other medical or medical-insurance related costs of a part time faculty member who currently or in the future enrolls in a medical plan under SISC.*

*Part time faculty not presently teaching but who are hired and working starting in the spring 2018 semester, or thereafter, must work two academic semesters to be eligible to enroll in SISC medical insurance plans. Winter and summer sessions and/or intersessions do not count towards the two academic semester work requirement.*

*A part time faculty member hired on or after January 1, 2018 who does not complete the two consecutive semester work requirement for any reason, whether or not attributable to the member's own choice, is not eligible to enroll in a SISC medical insurance plan.*

### **Flex Time:**

All Gavilan faculty are required to put in "flex time" proportional to their teaching load. Full-time faculty (i.e. 100% teaching load) must spend 21 hours per semester. Thus, an adjunct teaching a 40% load would need 8.4 flex hours.

So what is flex time? It's time faculty spend doing professional development-type things that are NOT teaching, office hours, or committee meetings. What qualifies as flex time? The short version: conferences; workshops; meetings; individual projects related to your professional development or the development of a course.

Some language from the contract (Article 14):

*(Flex time is time during which) a faculty member will perform certain activities as outlined in this document and Education Code 84891. These activities may be performed on campus or off campus. Regular scheduled office hours, instructional class and laboratory time, scheduled committee meetings, and related professional duties will not be counted (as flex time).*

*Education Code Section 84891 - Course instruction and evaluation; staff development; in-service training and instructional improvement; program and course curriculum or learning resource development and evaluation; student personnel services; learning resource services; related activities such as student advising, guidance, orientation and matriculation services; department or orientation and matriculation services; department or divisional meetings, conferences, workshops and institutional research; other duties as assigned by the District and necessary supporting activities for the above.*

*Qualifying and individual activities - Institutional planning; articulation; student recruitment; workshop development; improving learning resources; short-term course development or offering; facility planning; institutional research; peer interaction designed to strengthen curriculum and teaching; grant writing; cross discipline curricular work; conference presentation; conference attendance; computer software development or learning; research and publication; job shadowing; computer skill development; course work completed in one's field or related field; curriculum development or revision; community relations; working with/for statewide groups related to education and community college.*

**IMPORTANT:** You **MUST** turn in a completed flex time form by the end of every semester you teach at Gavilan! If you do not, you will lose pay equal to your flex requirement. The form is on the Biology Faculty Hub and the Math Canvas shell.

### **Instructor Absences:**

What to do if you must miss a class due to illness or some other reason:

1. First, contact the Interim Dean (Jennifer Nari, jnari@gavilan.edu or (408) 852-2880).
2. Then contact the Department Chair (Patrick Yuh, pyuh@gavilan.edu or (408) 848-4870). With the chair's help, try to arrange for a substitute.

If you do not know until the last minute that you need to miss a class, contact the STEM Division Assistant (Danelle Milazzo, dmilazzo@gavilan.edu or (408) 848-4701). She will post signs on the classroom doors so students may be informed of the canceled class. **You must submit a Part-Time Faculty Sick Leave Form** which can be found on the Intranet under Human Resources Documents.

### **SI Program (Biology/Chemistry)**

Currently, we receive funding through a STEM grant for a Supplemental Instruction (SI) Program comprising a small group of students who work as SI leaders for certain biology and chemistry courses. They earned an A or B in the course and hold weekly SI sessions in which they review and discuss course content with students currently taking the course. They are similar to student tutors, with the important distinction that they are there to help students help themselves, as opposed to merely provide answers.

The course(s) you teach may or may not have an SI leader. All faculty are strongly encouraged to offer extra credit to their students for attending SI sessions. This helps sustain the SI Program and provides data to justify its continued support in future grant proposals.

Patrick coordinates the SI Program; he will contact you during the semester to request that you:

- distribute to your students an online poll on preferred times for SI sessions
- allow access to your Canvas site for your course's SI leaders
- provide a short list of students who did well in your course to recruit as future SI leaders

### **Scantrons (Biology)**

The Scantron machine is on the counter between LS 101 and 102. See a Lab Technician for blank forms.

### Accessible Education Center (AEC):

Formerly known as the Disability Resource Center (DRC), the AEC provides for students who need accommodations (e.g. extended time, quiet environment) while taking quizzes and exams. Students will verify through the AEC which accommodations they need.

The process for faculty is straightforward:

1. Students will ask you to sign a form stating the accommodations to which they are entitled.
2. They return the signed form to the AEC.
3. You send your exam to the AEC beforehand. Directions are at [http://www.gavilan.edu/student/aec/test\\_proctoring.php](http://www.gavilan.edu/student/aec/test_proctoring.php) (the online submission form is currently broken, but there are other ways to send the exam).
4. The AEC will proctor the exam and return it to your mailbox at the end of the day.

### Census & Clean-up Rosters:

The census roster is due by the **Monday of Week 3** (early September in the fall, early February in the winter). It is **CRITICAL** that you submit your census roster **ON TIME**, as late submissions reduce apportionment funds from the state. Submit your census roster on MyGav:

1. On the left, click **Faculty**
2. Click on the yellow box called **Self-Service Banner**
3. Click the **Faculty** tab
4. At the bottom, select **Drop Roster Status**
5. Select the correct **term** and click **Submit**
6. Select each class, one at a time, to ensure that the roster is correct
  - a. Use the drop down list next to each student who has never attended, or stopped attending and select **Submit**. Even if you do not drop any students, you must still select **Submit**.
  - b. Review the list of students to be dropped, and if it is correct, click **Submit Changes**. You must click the Submit Changes button even if you did not drop any students.

Clean-up, or drop rosters, are due by the **Friday of Week 12**. These are **NOT** required; however, you may wish to drop students if you know they have “checked out.” Any students you drop will receive a “W” for your course. The procedure to submit your clean-up roster is almost identical to the census roster.

### Campus Security:

There are unarmed security officers that patrol campus daily from 7 am to 11 pm. Gavilan also has an armed deputy sheriff on campus Mon-Fri from 7 am to 3 pm.

More information can be found at <http://www.gavilan.edu/about/safety/index.php>.

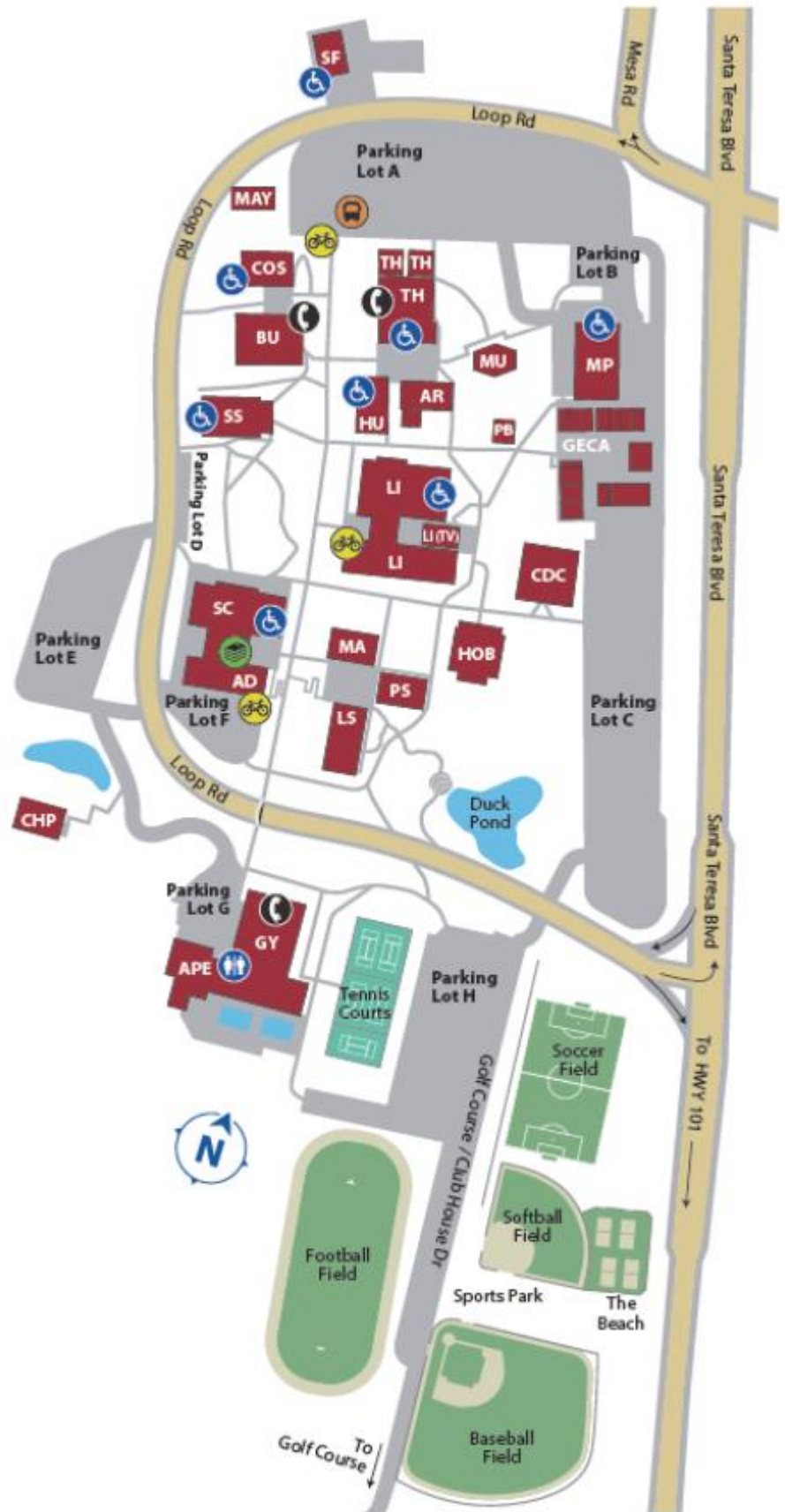
For non-emergency assistance, call (408) 710-7490 to reach the security officer on duty. If using a campus landline, dial “10” to reach the same person.

In case of a life-threatening emergency, call 911. If using a campus landline, dial 8-911.

### **Additional Contact Information**

<b>Name</b>	<b>Position</b>	<b>Email</b>	<b>Office</b>	<b>Office Phone</b>
Patrick Yuh	Department Chair	pyuh@gavilan.edu	LS 112	(408) 848-4870
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Danelle Milazzo	Division Assistant	dmilazzo@gavilan.edu	SS 116/MA 117	(408) 848-4701
Rosie Anzualda	Reprographics	ranzualda@gavilan.edu	Security Building	(408) 848-4792
Shawn Mulcare	Media Services	smulcare@gavilan.edu	SS 216	(408) 848-4906
Victoria Masey	STEM	vmasey@gavilan.edu	MA 102	(408) 848-4821

## Campus Map



### Building Guide

APE	Adapted Physical Education
AR	Art
BU	Business
CDC	Child Development
CHP	Chapel
COS	Cosmetology
GY	Gym
HOB	Health Occupations Building
HU	Humanities
LI	Library
LS	Life Science
MA	Mathematics
MAY	Mayock House
MP	Multipurpose Building (HR & Business Office)
MU	Music Hall
PB	Portable Buildings
PS	Physical Science
SC	Student Center/Administration
SF	Security/Facilities
SS	Social Science
TH	Theater