Cañada College
Science and Technology Division Memo
FALL 2023

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FINAL GRADES DUE: January 3rd, 2024 4:00 PM

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Course Registration

All students must be registered by census (**September 5th, 2023**) to remain in class. "Late adds," those after census, decrease enrollment (which reduces funding to categorical programs). *Be sure that all students use the add codes you give them.*

Printing

District-Wide Printing Services

o   http://bookstore.skylinecollege.edu/SkyGAPorderform

Division Office Printing

ITS has begun the rollout of adding PaperCut to multifunction printers campus-wide. A **setup is required**. Please contact the ITS Helpdesk for assistance. Alternatively, for those who would prefer to set up PaperCut on your computer, directions are attached and can be found here. If you have previously added Papercut to your computer, we recommend re-adding the printer to avoid any issues.

Fall 2023 Final Exam Schedule

By contract, "instructors must meet all assigned classes for final examinations at the appropriate hour as published in the College final examination schedule" (7.10). To help students plan appropriately, consider listing the final day and time on your syllabus.

FALL 2023 FINAL EXAM SCHEDULE: https://canadacollege.edu/academics/finalexams.php

IMPORTANT: Evening classes hold finals during *the last scheduled class meeting*.

First Week IT Support

ITS Team is scheduled to provide evening support until **10 pm** at the beginning of the semester until **Friday, September 8**. You can The preferred method of contacting ITS is through a web service request (https://helpcenter.smccd.edu/requestform/). You can also contact ITS by phone at (650) 574-6543.

Faculty Door Cards

At the start of the semester, all instructors are responsible for posting door cards with office hours and teaching or other assignments. Visit https://doorcard.smccd.edu/ to complete doorcards online.

a. **Office hours, face-to-face and online:** Office hours are defined as "regularly scheduled times when faculty members are present in their assigned office or approved alternate location, and available for consultation with students" (7.4). If you plan to hold your office hours in an "alternate location," please confirm with me. Per the faculty contract, **virtual office hours** are to be included on door cards: "Virtual office hours must be scheduled and noted in the faculty online syllabus and door card" (AFT Agreement, MOU.)

b. **Paid office hours for part-time faculty:** 1 hour per week for every 3 unit course.

c. **Online courses:** Instructors may schedule a "virtual" office hour per online course: "A 'virtual' office hour in this context means an hour in which the faculty member is available for synchronous

conferences or message exchange with students online. Such 'virtual' office hours must be scheduled and noted in the faculty online syllabus and door card" (AFT Agreement MOU, 2016-2019).

   d. **Faculty Coordinators:** One unit of coordination is equivalent to 2.5 hours weekly. So, for example, a three unit coordination reassignment would be noted as 7.5 hours weekly.

Course Syllabi Requirements, Guidelines, And Language

Submit syllabi to Krystal Martinez by Friday, August 18, 2023

The Science and Technology division office is required to have on file a syllabus for every course in the division. Additionally, the division office may answer student questions with a quick reference to your syllabus. To review course SLOs and other important information, visit http://www.curricunet.com/SMCCCD/search/course/. Search "Active" courses by "Course Number" in your discipline to review the official Course Outline of Record.