



COMMUNITY EDUCATION

Faculty Orientation

Welcome to Spring 2026



Agenda

- Key Constituents
- Building S Hours
- Faculty Responsibilities
- Policies & Procedures
- Attendance & Reporting
- Resources & Support
- Open Discussion



Key Constituents

Dean's Office

- **Dean:** Alicia Paniagua | alicia.paniagua@hancockcollege.edu | ext. 3325
- **Admin III:** Gabriella Trevino | gabriell.trevino@hancockcollege.edu | ext. 3467
- **Admin II:** Rose Delgado | rose.delgado@hancockcollege.edu | ext. 3587
- **Public Affairs Specialist:** Francisca Ullman | francisca.ullman@hancockcollege.edu | ext. 3286
- **Community Education Specialist - Fee Based:** Chloe Stanley | chloe.stanley@hancockcollege.edu | ext. 3596

Coordinators

- Serve as the first point of contact for faculty, implement local and state curriculum policies and initiatives, and assist the dean with scheduling
- **Andria Perdue-Keiser** | akeiser@hancockcollege.edu | ext. 3701 | ELDN
- **Dana Avila** | danaavila@hancockcollege.edu | ext. 3242 | TRCK, BASK, DISA
- **Delicia Navarette** | delicia.navaret@hancockcollege.edu | ext. 3492 | CITZ, VOCE, WKPR, HEAL, HOEC, OLDR

Support Staff

- **Program Technician:** Angel Iniguez | angel.iniguez@hancockcollege.edu | ext. 3903
- **A&R Front Counter Staff:** Students' first point of contact, register students, processes fees
- **Student Navigators:** Outreach, participate in community events, intentional student support, manage Signal Vine





COMMUNITY EDUCATION

Office Hours

Building S

**Monday - Thursday
8am – 7pm**

**Friday
8am-4pm**

**S-102 is an instructor workstation that is available after hours.*

Faculty Responsibilities



1 READ YOUR BARGAINING AGREEMENT

- Know your rights and responsibilities.

2 NOTICE OF ASSIGNMENT

- Outlines your contractual hours
- Shows your pay rate and frequency of pay
- Must be signed to get paid
- Subject to change
- For questions, contact Admin III [Gabriella Trevino](#)

3 KEY REQUESTS & PROCESS

- Admin II manages key requests
- All keys and fobs for cabinets and off-site locations need to be returned at the end of every semester to Admin II
- Key Codes are assigned by Campus Police (CP) – Building S2
 - If you forget your code, contact CP

4 ROOM ASSIGNMENT

- Visit and inspect your classroom and technology setup before classes begin
- If there are any issues, submit ticket for IT/Facilities
- Email Admin II and CC your Coordinator

Faculty Responsibilities



5 SYLLABUS

- **MANDATORY:** Syllabi must be emailed to Admin II by **February 3**.
- [Syllabus Checklist](#)
- [Syllabus Template](#)
- [Course Outline of Record](#) (COR)
- **Syllabi are subject to AUDIT!**
- Incorporate student complaint process:
 - 1. Talk to your instructor
 - 2. Talk to the coordinator
 - 3. Talk to the dean

6 FIRST 2 WEEKS CANCELLATIONS

- Noncredit classes typically require a minimum of **15 students** officially enrolled **and** regularly attending
- **To boost enrollment and possibly avoid class cancellations:**
 - Contact students and/or send them reminders about your classes
 - Request Signal Vine messages for each section through your coordinator
 - Encourage students to invite others to join the class (noncredit courses are FREE!)

7 STUDENT ADD & CENSUS AND DROP ROSTERS

- **DO NOT drop students who have hours**
 - Exception: ELDN sections with waitlists for the first two weeks only!
- It's important to drop students with ZERO hours by the end of the first and second week of each term.
- **Any students with zero hours must be dropped BEFORE the last day of class, as it will prohibit PA submission**
- [Link to Drop Students](#)
- Use the [Instructor Drop Form \(Admissions Override\)](#) if you receive an error message when dropping a student online, resulting in the drop not going through.

Faculty Responsibilities



8 ATTENDANCE

- First Week Attendance Report
 - Submit at the end of the first week for each section.
- [Positive Attendance Updates](#)

9 SP GRADING INSTRUCTIONS

- **If you are teaching a class that has been as identified as a CDCP class AND is set up for the “SP” grading, you will enter the SP grade for each noncredit student**
- As per Title 5, only courses with the following prefixes may be identified as CDCP courses with the “SP” grading: **BASK, CITZ, ELDN, ELDV, TRCK, VOCE, WKPR**
- All other noncredit programs (HEAL, HOEC, PARN, DISA, OLDR) **DO NOT** enter grades
- Unsure of the grading designation for your class, contact your program coordinator.



Passing Time

The **other ten minutes** of the clock hour:

- Each clock hour is composed of one class hour segment, and a segment referred to as “**passing time**” or “**break time**”
- No additional attendance may be claimed for the 10-minute segment except for multiple-hour classes
- The 10-minute break time permitted in each clock hour **may not be accumulated** during a multi-hour block scheduled class to be taken at the end of the session and be counted for FTES purposes

**From the Academic Senate California Community Colleges (ASCCC) at the Curriculum Institute*



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Attendance Accounting

Please take care to be timely, complete, and accurate in your attendance accounting.

California Community Colleges
Calculation of Contact Hours

Session Minutes	Hrs:Min	Contact Hours
50	0:50	1.0
55	0:55	1.0
60	1:00	1.0
65	1:05	1.3
70	1:10	1.4
75	1:15	1.5
80	1:20	1.6
85	1:25	1.7
90	1:30	1.8
95	1:35	1.9
100	1:40	1.9
105	1:45	1.9
110	1:50	2.0
115	1:55	2.0
120	2:00	2.0
125	2:05	2.3
130	2:10	2.4
135	2:15	2.5
140	2:20	2.6
145	2:25	2.7
150	2:30	2.8
155	2:35	2.9
160	2:40	2.9
165	2:45	2.9
170	2:50	3.0

Session Minutes	Hrs:Min	Contact Hours
175	2:55	3.0
180	3:00	3.0
185	3:05	3.3
190	3:10	3.4
195	3:15	3.5
200	3:20	3.6
205	3:25	3.7
210	3:30	3.8
215	3:35	3.9
220	3:40	3.9
225	3:45	3.9
230	3:50	4.0
235	3:55	4.0
240	4:00	4.0
245	4:05	4.3
250	4:10	4.4
255	4:15	4.5
260	4:20	4.6
265	4:25	4.7
270	4:30	4.8
275	4:35	4.9
280	4:40	4.9
285	4:45	4.9
290	4:50	5.0
295	4:55	5.0



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Multiple-hour Class Example

7:00 pm to 10:05 pm

- 7:00 to 9:50 = 3 hours
- Partial Class Hour 9:51 – 10:05 = 15 min
- $15/50 = 0.3$
- Total Contact Hour = 3.3
- Includes 20 min of “break” time

Breaks may not be accumulated and taken at the end. However, when a section is scheduled over a full day, breaks can be combined for a “lunch” break w/o change in attendance.



COMMUNITY EDUCATION

Attendance Accounting

Please take care to be timely, complete, and accurate in your attendance accounting.

First Week Attendance

- Due by the end of the first week: 1/25, 3/29, misc. (for sections with alternate start dates)
- We are no longer using the paper form
- A digital form will be emailed to you

Daily Attendance

- Daily attendance per class session is required
- Verify your roster is updated
- People who are not registered for the class are not permitted to be in attendance (liability issue)

Monthly Roster Submission

- Due on the following dates: 2/3, 3/3, 4/7, 5/5, 5/15
- Make sure rosters are signed and dated

Faculty Responsibilities



New Process to Access Student Contact Information

Due to Banner 9 updates, there are two ways to access student contact information.

- When on a campus faculty computer, go to **Faculty Tools > Search Class Rosters** for Excel phone number rosters but not when selected by instructor.
- Go to **MyHancock > Faculty Tools > Rosters & Attendance > MyRoster > Search for CRN > Click on White Space >** and hover over each student's name to populate email and phone number one by one.

Faculty Responsibilities



10 FACULTY LEAVES OF ABSENCE

- [Noncredit Faculty Resource Page](#) is where you can find the leave of absence form and other helpful resources
- If you have an emergency and need to be absent
 - Directly contact front-counter staff at 805-347-7553
 - to request a note on your door
 - to request a Signal Vine text to students
 - Email your coordinator and Gabby
 - Complete the [Leave of Absence Request/Report Form](#) within 3 days of absence
- Planned Absences for Illness or Personal Necessity (Leave Article 9 of [CBA](#)).
 - When applicable, personal necessity must be approved in advance
 - Contact your dean prior to submitting the request with the reason and copy Gabby and your coordinator
 - When you are absent, please notify your coordinator and arrange for a qualified substitute if available

11 [FIELD TRIP REQUEST](#)

- All field trips must be pre-approved by the dean, cannot be mandatory, and require instructors to submit a Request for [Field Trip Approval form](#) at least two weeks in advance
- For off-campus field trips, attending students must complete an [Acknowledgement and Assumption of Potential Risk form](#), as outlined in BP/AP 4300: Field Trips and Excursions.



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Faculty Resources

Campus Graphics

- Opens M-F at 7:30 a.m.
- Closes M-Th at 7:00 p.m. and F at 4:00 p.m.
- Develop class materials in a timely manner and submit online
- Department copier is only for positive attendance reporting

Mailboxes

- Santa Maria building S
- LVC building 2
- SYVC main office

Part-Time Faculty Association (PFA)

Staff Parking Permits

- Register your vehicle through your portal

**FYI: Any Canvas materials must be ADA compliant by April 26, 2026*

Step One: Submit a CCCApply Application

Step Two: Find a Noncredit Class

Step Three: Register for Noncredit Courses



Learn English



Become a U.S. Citizen



Learn Computer Basics



Find or Enhance Your Career



College for Kids (Youth Education)



Commercial Truck Driver



Income Tax Preparation



Prepare for the GED/HiSET



Classes for Personal Development

[Forms](#)

[Parking Information](#)

[Locations](#)

[Community Education Staff](#)

[Community Education Faculty and Teaching Resources](#)

Reporting Concerns

Report it!

- Sexual Misconduct
- Unlawful Discrimination
- Student of Concern
- Disruptive Behavior/Conduct Violation
- Academic Dishonesty
- Basic Needs
- Student Complaint/Grievance
- Grade Review

Bulldog Intervention Team (B.I.T)

- AHC strives to provide a safe environment for all who study, visit and work here
- If you feel the need to report behaviors that concern you for the safety of our faculty, staff or students, procedures are in place for addressing disruptive, suspicious, or unusual behavior.
- [B.I.T. Referral Form](#)



Accident Reports & Guides

- [Active Shooter Guidebook](#)
- [Distressed Students Response Protocol](#)
- [Victim Resource Guide](#)



BP 6541

**Allan Hancock Joint Community College District
Board Policy**
Chapter 6 – Business and Fiscal Affairs

BP 6541 REPORTING INJURIES

All student injuries will be immediately reported on District Accident Report Forms by the instructor, or if the student is sent to the Health Office, by the Nurse.

All injuries to District employees, student workers, and volunteers will report the incident to their supervisor who will report the incident immediately to Human Resources.



Accessing Funds for Books & Materials

Books

- Admin II is responsible for overseeing classroom books and materials.
- Books used at off-site locations must be returned on the last day of instruction each semester.
- Classroom books are intended for in-class use only and should not be written in nor taken home by students.
- Faculty members are required to keep track of all books, with a set of 30 books per class.

Bookstore

- If you have books or materials for students to purchase, please include a picture on your syllabus to help bookstore staff locate them, as our books are not linked to specific courses in the bookstore.

Basic Needs

- Once classes begin, students can request funds for books and other classroom materials through Basic Needs, provided they are registered for the current semester. To help Basic Needs staff determine the required amount, please include a picture of the book and/or materials on your syllabus.



COMMUNITY EDUCATION

**Students can get
admission and
registration help via text.**

QUESTIONS? **WE ARE ALWAYS HERE TO HELP.**

If you have questions or need help with completing your noncredit Community Education admission and registration forms, our staff is available by phone, email, text message, or in person at our office. We are open Monday through Thursday from 8 a.m. to 7:30 p.m., and on Fridays from 8 a.m. to 7 p.m.



Call us

at 805-347-7553



Fax us

at 805-352-1046



Email us

at CommunityEducation@hancockcollege.edu



Send us a text

at 805-214-4655, or by entering
CommunityEducation@hancockcollege.edu



Find us on Facebook

at AHC Community Education &
Noncredit Counseling



Visit us

at Community Education, building S
800 S. College Drive
Santa Maria, CA 93454-6399

Visit our website for more information
www.hancockcollege.edu/communityed



COMMUNITY EDUCATION

Noncredit Counseling

How They Help:

- Noncredit Summit
- Student Educational Plans (SEP)
- Academic/Career/Personal Counseling
- Workshops
- Noncredit to Credit Transition

To Make an Appointment:

- Santa Maria Campus x 3740
- Lompoc Valley Center x 5178
- Santa Ynez Valley Center x 6604



AIM to Dream Center

How They Help:

- Dream Club
- FREE Immigration Legal Services
- AIM to Dream Workshops
- Dream Act Support
- Scholarships
- CA Undocumented Resources

To Make an Appointment:

- **Amalia Jimenez Chavez**, Coordinator, AIM to Dream Center
 - amalia.jimeneztrejo@hancockcollege.edu | 805-922-6966 Ext. 3179





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Questions?