# Health Sciences Directory

## STAFF OFFICE

Health Sciences Building (HS 145)  
Hours: 7:30am-4:30pm M-F  
FAX: 909-652-6694

### Interim Dean

Anthony DiSalvo  
Dean 909-652-6696  
[anthony.disalvo@chaffey.edu](mailto:anthony.disalvo@chaffey.edu)

### Dean’s Office

Karen Offerdahl  
EPA 909-652-6695  
[karen.offerdahl@chaffey.edu](mailto:karen.offerdahl@chaffey.edu)

### Associate Degree Nursing

Karen Young  
AAII 909-652-6671  
[karen.young@chaffey.edu](mailto:karen.young@chaffey.edu)

### CNA/DA/Gero/PT

Gwen Gorden  
AAII 909-652-6675  
[gwen.gorden@chaffey.edu](mailto:gwen.gorden@chaffey.edu)

### Radiologic Technology

Rita Morales  
AAII 909-652-7606  
[rita.morales@chaffey.edu](mailto:rita.morales@chaffey.edu)

### Vocational Nursing

Alice Soto  
AAII 909-652-8215  
(10:00-2:45 M-TH, Closed F)  
[alice.soto@chaffey.edu](mailto:alice.soto@chaffey.edu)

## Campus Emergency Telephone Numbers

### Campus Police:

Emergencies – ext. 6911 or 909-652-6911  
Non-emergency – ext. 6632

### Health Services:

Rancho - Ext. 6331 or 909-652-6331  
Chino – Ext. 8190 or 909-652-8190

### Evening Duty Dean:

Contact Campus Police first
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School of Health Sciences

A first source for information and questions regarding your program is the administrative assistant. They are an excellent resource and are always willing to assist you. The contact information for the Health Sciences administrative assistants is found on page one of this packet.

You may also refer to the Chaffey College Faculty Handbook which is available on Chaffey College’s website http://www.chaffey.edu/fac-handbook/index.shtml.

The schedule of classes is available at http://www.chaffey.edu/schedule/index.shtml for reference. It contains useful information including the following examples: Academic Calendar, Campus Map, Final Exam Schedule, and Campus Phonebook.

Absences
If you are sick or will otherwise miss a class, first call your coordinator. In addition to calling the coordinator, please call (909) 652-6667 to leave a voice message for the Dean’s office. Please confirm you have contacted your coordinator, be sure to state the class you will be absent from, the program in which you teach, and whether you have a substitute. You are required to complete a Report of Adjunct Faculty Absence or Report of Contract/Regular Faculty Absence within seven days of your return to work, which can be obtained from your administrative assistant or on the Z drive at Z:\Human Resources\Public\Leave-Absence Reporting Forms. You may only access the Z drive from a networked computer on campus.

Email
Faculty (contract, regular, and adjunct) must have a Chaffey email account. Email is a crucial form of communication. If you do not have one, you need to fill out an Employee Network/Email Account Form and submit it to Karen O. in the Dean’s office. You can obtain this form at http://is.chaffey.edu/email_network_form.pdf.

Instructions for forwarding Chaffey email to your personal email account can be found at: http://www.chaffey.edu/its/documents/forwarding_email.pdf.

Voice Mail
All faculty are assigned a voice mail telephone number. Set-up instructions are available under Reference Material on the Information Services website: http://is.chaffey.edu/.
Faculty Mailboxes
Mailboxes are located in the faculty workroom for Rancho faculty (Health Sciences 155). If you teach at one of the other campuses, check with your administrative assistant for the location of your mailbox. On-campus mail service is available for your use.

Keys
You will need an access ID card or a key to enter classrooms. Please contact Karen O. in the Dean’s office. The access card and/or key will be requested and you will need to pick it up from Campus Police.

Parking
A staff parking pass is required to avoid being cited. Your initial pass is issued through Human Resources. Additional passes can be obtained in the Campus Police office which is located in the campus center patio on the Rancho campus.

Payroll
Time Sheet – If applicable, see your administrative assistant.

Teaching Load Limits for Adjunct Instructors
Adjunct instructors cannot be assigned a teaching load larger than 30 (.60) FTEF per term. Emergency exceptions to this requirement must be approved by the dean and the associate superintendent of instruction and student services.

Textbooks (Desk/Complimentary Copy)
Your coordinator can supply you with the contact information of the book publisher’s representative to place an order. Ordering faculty textbooks is not the responsibility of the administrative assistant.

Evaluation Process
Adjunct faculty will be evaluated during their first semester and thereafter as designated per contract by the program’s coordinator or that person’s designee. The evaluation process will include classroom visits, student evaluations, and a final conference with the evaluator.

Contract and regular faculty are evaluated per the faculty contract. The dean will meet with evaluatees at the beginning of the semester to review the process.

Faculty Assignment Contract (FAC)
Faculty will receive a Faculty Assignment Contract (FAC) from the administrative assistant near the beginning of the semester. Read it carefully before signing. Please turn it in as quickly as possible.
Instructional Information

Impaired Student Policy Procedures
Whenever a faculty member establishes reasonable suspicion that a student is impaired (based on his or her observations of a particular student’s behavior, demeanor or physical appearance, consistent with the conditions listed in section IV of this policy), the faculty member will remove the student immediately from the instructional area; give the student the opportunity to explain the circumstances involving his or her behavior, demeanor or appearance; immediately contact their program coordinator (or Interim Dean Anthony DiSalvo at 909-652-6696 or 760-844-3258 if the program coordinator is unreachable) if the exhibited behavior, demeanor or appearance cannot be explained to the satisfaction of the faculty member; remind the student to contact the program coordinator to meet with him or her the next day; wait with the student until the taxi cab arrives to transport the student to Concentra; and document in writing the observations or information which led to the request and submit the report to the program coordinator the next day. The complete procedures are listed on the Z drive at Z:\Health Sciences\Public\Impaired Student Policy.

Admission & Records Information
A link is available in My ChaffeyVIEW under Faculty called Census, Roll Sheets and Other Information. Instructors are able to access information on census, attendance, roll sheet instructions, etc. via this site. Faculty are also able to access faculty information via the Admissions and Records website at: www.chaffey.edu/admissions/faculty.

Audio Visual/MultiMedia Needs
Please check with your coordinator for your required AV needs. Additional services are available from the ITS help line, ext. 6789 (909-652-6789 from a cell phone).

Census Roster
The census report should be completed online. The instruction booklet can be found at www.chaffey.edu/admissions/faculty.

This also is your opportunity to verify that every student on your temporary roster appears on the census report. If your roster shows a student enrolled, but their name is not on the census report, the college doesn’t know that the student is enrolled. You need to inform the student immediately so they can go to the Admissions Office to secure enrollment in the class. The census report is due three (3) working days before the census date noted on your census roster which is on your class roster. Please note: A late census report is the same as not completing the report and the college does not get paid for those students.
Dropping a Student
There are some important points you should be aware of before you drop students. The matriculation regulations contained in Title 5 (section 55202) permit students to be dropped only for excessive absences. This process should not be viewed as an opportunity to drop students who are failing, yet continue to attend class. Beyond the issue of excessive absences, students may only be removed from class for disciplinary reasons as explained in the Chaffey catalog after due process has been followed. If it is necessary to drop students from your course after the census date, you can do this online via My ChaffeyVIEW.

Please remember that in some instances dropping a student may actually hurt his or her academic progress. These groups of students include athletes, CalWORKs students (who are actually penalized by the County if they are dropped), and those students who are on financial aid (approximately 54% of our population). Clearly, students who are failing the class yet continuing to attend should be counseled. However, the final decision is the student’s and it is their responsibility to drop.

Cheating and Plagiarism
All syllabi need to contain an explicit cheating policy and statement on plagiarism that does not violate the college’s policy as it is published in the college catalog. All incidents need to be reported on a Student Academic Integrity Violation Form which can be found on the Chaffey College website:
http://www.chaffey.edu/student_services/Academic_Integrity_Violation_Form.pdf

Final Exams
The final examination schedule is posted in the schedule of classes and is designed to avoid scheduling conflicts for the students. College policy requires you meet your class at the scheduled final exam time. Changes to the final exam schedule can only be made with the approval of the dean.

Returning Work In A Timely Way
The pedagogical justification for making assignments in the course is that such work assists students in mastering the required skills. This value deteriorates rapidly after students submit the assignment. Students have a right to expect that their assignments will be returned promptly with appropriate commentary from you. The value to the student is also greatly enhanced by appropriate comments from the instructor on what the student did right and what they did wrong or how their work could be improved.
Syllabi
At the beginning of each term, faculty must send an electronic version of their syllabus to the Dean’s office. Please email the syllabus to karen.offerdahl@chaffey.edu. A copy of your syllabus is needed by the Dean’s office to 1) provide an electronic database of past syllabi to assist students to obtain transfer credit for classes taken at Chaffey College; 2) assist the dean when dealing with student complaints; 3) provide the Dean’s office with up to date contact information; and 4) provide a source of sample syllabi for new instructors or instructors teaching a particular course for the first time. Note: Please remember to include your current grading scale and course Student Learning Outcomes.

Class Hours
Start and end classes as indicated in the schedule of classes. It is customary for classes to take a ten-minute break each hour. It is not appropriate to accumulate break time and dismiss early, for example, dismissing a three hour class 30 minutes earlier than the designated end time. Dismissing class early as a matter of practice is inappropriate. Instructors are expected to be present in their classroom through the scheduled end time.

If you are planning to have the class away from the scheduled location during the regularly scheduled time, it is imperative you inform your coordinator and administrative assistant in advance so students and the faculty member can be reached in an emergency.

Grade Submission
Near the end of the semester, you will be provided with information about the times that grades can be submitted. Grades must be submitted online. To access the online grading link, go to MyChaffey Portal at http://www.chaffey.edu. If you have additional questions about this process, please refer to the Faculty Handbook website (http://www.chaffey.edu/fac-handbook/index.shtml), Classroom Procedures/Admissions and Records’ Office section.
College Support Services

Disabled Students
Chaffey College’s Disabled Students Programs and Services, or DPS, is a resource of information for all faculty and staff who instruct and serve students with disabilities. DPS serves students with physical, learning, and psychological/psychiatric disabilities by providing accommodations based on the type of disability and verifying documentation. Services include academic counseling, disability related counseling and referral for community resources, test accommodations, tram services, adapted computer lab, assistive technology training, assessment, and equipment loan. For more information please contact the DPS general phone line at (909) 652-6379. You are required by federal law to make “reasonable accommodations” to students’ disabilities. Please remember to include a statement regarding disability in your syllabi.

Example:
If you have a disability documented by a physician or other appropriate professional and wish to discuss academic accommodations, please contact the DPS office at 909-652-6379 as soon as possible. Please be sure to allow adequate time to arrange an appropriate accommodation.

It will be incumbent upon the instructors to check the roster type DPS Accommodations in ChaffeyVIEW for each class section at the beginning of the term to identify students that require accommodations.

- From Faculty Information select Class Rosters.
- From the Class Roster you must select a roster type of which there are five: Regular, Add, Drop, Waitlist, and DPS Accommodations.
- When you select DPS Accommodations and Submit you will either get an Error message stating “There are currently no DPS students in your classes for this term”, or the sections will appear that include student accommodations.
- Select the sections and Submit to view the identified students.
- Select the students and Submit to view the required accommodations.

A PowerPoint presentation of this procedure is available in the public folder for DPS on the Z drive Z:\DPS\Public; MyChaffeyView-DPS Student Roster Instruction.
Veterans and Eligible Family Members
Chaffey College’s Veterans Resource Center (VRC) is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently and without impediments. If you are a veteran or eligible family member, please contact the Veterans Resource Center at (909) 652-6235 or vrc.staff@chaffey.edu for information regarding educational benefits and opportunities. The Veterans Resource Center (VRC) is located in building AD-125 on the Rancho Cucamonga campus.

Copyright Infringement
Please be aware that the college staff is conscious of the possibility of copyright violations associated with some of your duplicating requests. If you submit copyrighted material without the publisher’s permission, your request may be rejected and you will be asked to obtain the appropriate permission.

Departmental Copying
There is a printer/copier machine in the Health Sciences File Room (HS-146) that can be used when you need to print or make only a few copies (up to 50). The cost of copier paper, machine supplies, and maintenance are expensive. Excessive use of paper and the machine are monitored by the Dean’s office and restrictions on usage will be imposed as necessary. For large copy orders you will need to use the college’s Lithography Department. Litho has a 24 to 48-hour turnaround time (with the exception of the beginning of every semester) and can be utilized online at: http://www.chaffey.edu/printrequest.shtml.

If you would like to assemble your class handouts into a packet, that service is also available through the Bookstore. The packet can be sold in the Bookstore with the books for your class. The service is excellent and revisions are extremely easy to make. Use of this service greatly simplifies your life and it also puts the course materials in the students’ hands at the beginning of the term. There is a form to complete at the time you order textbooks for your upcoming course – Bookstore Packet Duplicating Form. The original packet needs to be submitted to the Bookstore at least two weeks before the beginning of the term. Changes to the packet should be submitted at the same time that you order books for the semester. If you have questions about this service contact Tara Johnson at ext. 6578.

Electronic Reserve (eRes)
Handouts can also be placed on eRes in the library. This service allows you to place your syllabus, handouts, sample exams or quizzes on reserve in the library. Students can then access these papers via the Chaffey College website. For more information on how to establish and manage your own eRes account, please contact Gina Hicks at gina.hicks@chaffey.edu.
EOPS and CARE
Extended Opportunity Programs and Services (EOPS) is designed to ensure student retention and success through academic support and financial assistance for eligible students. Cooperative Agencies Resources for Education (CARE) is a program that serves a limited number of EOPS students who are single heads of household parents. It provides additional support services beyond those available through EOPS. Call 909-652-6349 for more information.

Student Success Centers
Chaffey College has created a network of Student Success Centers—which offers free tutorials, workshops, learning groups, directed learning activities, and computer/resources access—to assist students in their academic development and success.

Chino Campus Success Center
(M-TH 8:00am-8:00pm, F 10:00am-4:00pm, Sat/Sun 10:00am-3:00pm)
Multidisciplinary Success Center (CHMB-145) 909-652-8150

Fontana Campus Success Center
(M-TH 8:00am-8:00pm, F 10:00am-4:00pm, Sat/Sun 10:00am-3:00pm)
Multidisciplinary Success Center (FNFC-122) 909-652-7408

Rancho Campus Success Centers
(M-TH 8:00am-8:00pm, F 10:00am-4:00pm, Sat/Sun 10:00am-3:00pm)
Math Success Center (Math-121) 909-652-6452
Multidisciplinary Success Center (Library) 909-652-6932
Language Success Center (BEB-101) 909-652-6907/6820

A current Chaffey College photo ID card is required for all Success Center services. Walk-ins are welcome, and advanced appointments are available for most services. Call the Centers or consult the college website at www.chaffey.edu/success/ for more information.

Student Health Services
Currently enrolled students are eligible to utilize Student Health Services, which include counseling services. Videos are available on topics such as test-taking anxiety.

Career Center
The Career Center is here to help Chaffey College students to find meaningful careers. They offer career counseling, career assessments, résumé assistance, interviewing skills preparation, job referrals, student employment, and career related workshops. The Career Center is located on the Rancho Cucamonga Campus in MACC 203, and can be reached at (909) 652-6511.
Securing Classrooms
Please remember to secure and lock all classrooms after dismissing the students. Our equipment is very valuable.

Harassment Policy
Sexual Harassment and Non-Discrimination Training is offered during Flex and at various times throughout the year through Human Resources. Copies of the policies are given to all new hires and may be obtained from Human Resources.

Student Behavior Code and Grievance Procedures
Please refer to the Student Handbook. Academic and Behavior Codes and Violation forms can be obtained at http://www.chaffey.edu/fac-handbook/.

Accidents and Injuries
Please contact Student Health Services at 909-652-6331 in the event of any accident or injury involving students on the Rancho, Chino or RSAM campuses. After 4:30 pm, contact campus police at 909-652-6911. At the clinical sites, please refer students to the handout regarding Company Nurse on the Z drive at: Z:\Health Sciences\Public\Injury Reporting Procedures Co Nurse On Call - STUDENTS. For faculty or staff injuries, contact Company Nurse Injury Hotline at 888-375-0280. The dean needs to be informed of any accident or injury.