



"[O]ne of the most elemental human rights [is] the right to belong to a free trade union."

-Ronald Reagan

Yuba College American Federation of Teachers Local 4952

YC-AFT ELECTION TIME IS HERE AGAIN

YC-AFT officers are elected at the August general meeting of each even year. In this even year we are hoping you or someone you know is interested in becoming part of the YC-AFT Executive Board. Positions to be elected include President, Vice-President, and Secretary-Treasurer. The term of office is two years. Campus reps will be elected at the General Meeting at Part-time Instructor Convocation in August, and serve for one year.

The Executive Board meets once a month during Fall and Spring semesters. Meetings alternate between in-person meetings that rotate locations

throughout the district and internet meetings every other month.

If you are interested in learning more about the Executive Board and how it operates, you are invited to join us at our meetings. Our next meeting is March 15, 2014, at noon in Marysville. We will also be meeting May 3, 2014, at noon in Woodland.

To be nominated for office, the nominee must be a member of YC-AFT. If you or someone you know is interested, please forward that person's contact information to YC-AFT President, Elaine Robinson, at thelaneyr@yahoo.com.

This summer you will receive a letter by USPS with the slate of candidates put forward by the Nomination Committee. This will be an additional chance to nominate someone for office. If no additional nominations are received at that time, those candidates that run unopposed will be declared automatically elected.

Contested positions will be voted on by secret ballot at the General Meeting at Part-time Instructor Convocation in August. The officers shall take office on September 1, following the election in the previous August.

WHAT YOU NEED TO KNOW ABOUT SLOS

According to the Research and Planning page of the YCCD web, "Student Learning Outcomes (SLOs) are the intended knowledge, skills, or abilities a student should gain or develop as the result of attending class, participating in a program, or earning a degree or certificate from Yuba College. SLOs differ from traditional measures of student success—letter grades—in that they measure specific skills within a course—balancing chemical equations, for example—and separate them from other factors that affect student success, such as test anxiety or poor study skills." The page continues with, "Another important part of an SLO is its assessment. The state and accrediting agencies, such as the ACCJC, expect that colleges use SLOs to develop and refine courses and programs. The assessment process and the appropriate review of the results give the faculty and administration a starting place to discuss how courses and programs can be improved to maximize student success."

So what is your responsibility, as

a part-time instructor at Yuba Community College District, in this tangle of SLOs? This has been an ongoing topic at monthly Joint Labor Management meetings between YCCD and YC-AFT. Some points have reached consensus while others continue to be discussed and negotiated. The agreed upon points include:

- SLOs are a part of the academic process at Yuba Community College District and, for the foreseeable future, they are here to stay.
- Assessment of SLOs and the reporting of that assessment are a part of the assigned duties of an instructor at YCCD, just like grades or census reporting.
- SLOs must be included on all course syllabi.
- Development of SLOs and development of the assessment is not an assigned duty of a part-time instructor at YCCD.
- When requested to do so, part-time instructors who develop SLOs and assessments for the SLOs should receive compensation for doing so.
- There should be compensation for SLOs and their assess-

ments that have already been developed by part-time instructors, with documentation.

- Establishing differentiation between compensation for part-time instructors with full-time faculty in their department and "orphan" part-timers for their work on SLOs. ("Orphans" are part-timers with no full-time faculty in their discipline within the district.)

The points still under discussion include:

- The amount of compensation.
- Compensation and documentation method for SLOs and their assessments that have already been completed by part-time instructors.
- Compensation for ongoing, continuing work on SLO revision and SLO assessment revision.
- When this compensation will be implemented.

To answer your "nuts and bolts" questions on SLO implementation, assessment, and reporting please read the interview with Maris Wagener, co-chair of the Yuba College SLO Committee., in our next issue

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CRAFTING YOUR SYLLABUS

We all have to do it. And unless you're a brand new instructor you probably make some minor adjustments to last semester and bam... your new syllabus is ready. There are a few things to keep in mind, however, that may cause you to rethink or fine-tune your existing document.

1) Use your syllabus as a **course planning tool** to help you prepare and organize your semester. Taking the time to construct a detailed syllabus will help you define the course goals; plan the course structure and assignments; exams, review sessions, and other activities; and determine how much time you should devote to particular topics.

2) Your syllabus should act as a **reference guide** to provide students with a compilation of information that they can access again and again throughout the course. At the bare minimum it should include your course name and number, any prerequisites, and your name and contact information, as well as due dates, exam times, and course requirements

OFFICE HOURS ARE CHANGING

Do you apply for office hours? Did you notice that you didn't get sent a time card and still got paid? This is a sign of changes to come. The union has been negotiating a change in office hours procedure. This semester you still need to request office hours, submit your syllabus, and request to your dean. The office hours will be paid by the HR office without a time card again. Next semester, you will no longer need to submit your syllabus with your office hours request, and payment will again be automatic at the end of the semester without further paperwork from you.

Office hours are compensated up to one hour

and policies.

3) Though not legally binding, your syllabus should set out **course requirements and policies** regarding grading, academic integrity, student conduct, attendance, late work, and other issues. Encourage students to ask questions to ensure that they understand the course policies and requirements. You should include a stipulation, however, indicating that you may make changes and adjustments to the document throughout the course, as needed.

4) Be sure to use **flexible language** where appropriate that enables you to take action when needed, but does not force your hand. Say something *may* happen instead of something *will* happen. For instance, you *may* drop a student if he/she has more than three unexcused absences.

5) Don't forget to **include your course SLOs and college ADA information**. This information may be obtained from your department head

per week, although part-time instructors never receive compensation for the entire 16 weeks due to the number of applicants. To be eligible you must be teaching at least 3 units or a 20% load in the semester and list your office hours on your syllabus.

We are currently negotiating with the district administration for a predetermined, flat rate for office hours. Under our current contract there is \$25,000 each semester in the pool for office hours. The amount we actually receive is determined by the number of eligible part-time instructors who apply for office hour compensation. The funds are divided by the

or Dean, as well as your DSP&S staff.

Some final thoughts...

- Make sure your syllabus is easy to read. Sometimes very detailed syllabi require a cover summary page.

- Date the syllabus before you distribute it to students. If you make changes to it, be sure to make the changes easy to find, revise the date, and inform your students several times of the change.

- Consider putting your syllabus online either in OneDrive or in your class on the portal. This makes it easier to make changes when necessary without having to reprint and redistribute a paper version.

- During the first week of class, have plenty of copies available—especially if the course is likely to be popular and students are “comparison shopping”.

- Review your syllabus carefully in advance to reduce the risk of errors. Because instructors re-use their syllabi, dates and details are often overlooked. Make sure your students have accurate information.

number of applicants and the money is evenly distributed. Hopefully, under the new system, we will know at the beginning of the semester what we will be receiving as compensation for office hours.

The administration recognizes the value of part-time instructor office hours and the effect those office hours have on student success. It has been agreed by YC-AFT and the administration that office hours are outside the normal duties of instruction for part-time instructors. YC-AFT is working to see that you are more fairly compensated for your office hours, as well as streamlining the process.

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5 STRESS REDUCERS TO PRACTICE IN THE CAR

Part-Timers may drive as much as 300-500 miles a week depending on their teaching load and the amount of Colleges/Campuses they support. Sometimes we jump in the car and forget to eat, hydrate, relax, and breathe before arriving at our next class. Here's a few suggestions that I have found to be helpful to sustain wellness. Hint: Wellness = The balance between Mind, Body and Spirit.

5. Comfort and Safety. Before you get into the driver's seat, stretch, bend and move your body. Reach for the sky 5 times, Do 5 alternating toe touches and raise your knee to your outstretched hand 5 times. Now you are ready to drive, but remember... When you get into your car make sure your seat is adjusted to your height and stature. You should be able to stretch your legs out to the floorboard comfortably, hold the steering wheel with both hands at the 10 and 2 position. Relax for 30 seconds, and check your body position in your seat. The middle of your back should rest against the seat (not your lower back). Hint: If you have low back issues, roll a towel and slip it under your thighs. This will take the pressure off your spine. Remember to always fasten your seat belt.



4. Smell the Roses, Blow out the Candles. Close your eyes and take 5-10 deep breathes before you start your engine. Research indicates that the average person underutilizes their lung capacity. Hint: Breathe in slow through your nose, as if you were smelling a beautiful rose and exhale through your mouth, as if you were blowing out your birthday candles.

3. Have a healthy snack ready to eat. What is the ultimate fast food? Probably not what you're thinking, it is food items that are 100% natural and ready to go straight from the vine, ground or tree. Hints:

Nuts

Many women avoid nuts due to the fat, but there are good fats and bad fats — walnuts, for example, contain large amounts of the polyunsaturated fatty acid omega-3, and almonds contain healthy monounsaturated fat. Brazil nuts are a great source of selenium, and almonds, cashews, pistachios, and hazel nuts are rich in iron.

Dried Fruit and Seeds

Take a look at the nutritional facts of your favorite granola bar. Many of them contain lots of added sugar. Instead, go for sunflower seeds (which are rich in omega-6), dried apricots (without sulfite), raisins, or various nut and berry mixes (natural trail mix), which contain iron and calcium for slow-release energy.

Dark Chocolate or Licorice

A few squares of dark chocolate (with high cocoa content) and licorice are good if you need to get extra iron. Dark chocolate also contains antioxidants.

Bananas

In ripe bananas, a large proportion of the starch has been converted to sugar, which makes them easier to digest. Eat a banana together with a handful of nuts for

lasting energy.

Oats

Oats have a cholesterol-lowering effect and are high in fiber, vitamins B and E, iron, and zinc. Dry biscuits and hardtack (a simple cracker or biscuit) give long-lasting energy. Instead of regular peanut butter, try almond butter, which contains good fat and vitamin E.

Cucumber

Cucumber gives moisture and is good for muscles, bones and other body tissues.

Apple

Apples are a good source of energy and additionally aid in digestion. They also say eating a crisp apple helps you wake up in the mornings better than coffee can.

2. Ambiance: Create a joyful environment. Keep your car clutter free, smelling sweet and select sounds that create a smile for you. Whether you enjoy music, NPR, or silence, background stimulation creates positive and negative endorphins in our body. These endorphins stay with us long after we arrive at our destination. When you arrive happy, your students will appreciate you more and be more likely to actively participate in your class.

1. Disconnect from your technology: Avoid conducting your business while you are driving. This means put your phone away while you are operating your motor vehicle. This keeps you and others safe while on the roadway.

For free information on reducing stress please visit the Center for Disease Control's web site (CDC.gov). For nutrition and tracking your food and fitness visit Myplate.gov and Mytracker.gov. Take care of you first and you will take better care of your students. Have a great spring.

COMMUNITY COLLEGE FAIR ACCREDITATION BILL

(Courtesy of CFT) On Wednesday, February 19, Assemblymember Rob Bonta (Oakland) introduced AB 1942, the Fair Accreditation Practices for Community Colleges Act, before an appreciative audience of faculty and students in Sacramento. The bill, co-sponsored by CFT and the City Attorney of San Francisco, will allow community colleges to choose their own accrediting entity; currently the rogue Accrediting Commission

for Community and Junior Colleges holds a monopoly on accreditation of the state's community colleges. AB 1942 will also restore accountability and transparency to the system by requiring public hearings for accreditation decisions, and due process and public notice regarding evaluations. It will allow colleges to appeal penalties, and requires annual disclosures by accreditors of their fiscal data. CFT leaders and students,

along with Bonta and the Deputy City Attorney of San Francisco, spoke at the event.

To read more about this go to <http://cft.org/news-publications/media-center/news-release/749-ab-1942-calls-for-fair-accreditation-of-community-colleges.html> or http://cft.org/images/media_center/AB_1942_Fact_Sheet_ACCJC.pdf for an AB 1942 fact sheet.

PRESIDENT'S MESSAGE

Right now the hot topic is Return Rights. Are you getting yours?

There is a new list, just out, that should be posted in the mailrooms at each campus. Please check and see that the information on the list is correct. If you have not heard what you are scheduled to teach for Fall 2014, call your Dean and ask. If you believe that you have not been offered your appropriate return rights units please contact your campus rep or Grievance Chair Star Kreft immediately (see contact information on page 2). There are schedulers and Deans who are uninformed and/or misguided as to the process using the Seniority List when assigning classes. We can help get the correct information to them when you help us identify incorrect assignment of classes. YC-AFT is ready to take your case forward and make sure you are offered the appropriate amount of units.



We are also working with administration on developing new evaluation methods and instruments. YC-AFT will be putting a draft of district proposed evaluation documents into

CHANGES IN EDUCATION CODE FOR PART TIME FACULTY

Changes are being proposed to the Education Code of California (Ed. Code) for the benefit of "Part Time" faculty. Changing the Ed. code could be seen as the first and most essential step toward compelling parity within California Community College system. Changes in the Ed. Code's language could be an important inroad to pay equity, acquisition of equal status and opportunities to match that of Full Time Faculty, and an avenue to full time employment and benefits.

The efforts to change the code and recruit

legislative support are being led in concert by members of the California Part Time Faculty Association (CPFA) as well as members of the Communication Workers of America (CWA) who are working to produce a document that is much more representative of the work and value of PTF in institutes of higher learning.

Language changes will be inclusive of but not limited to: using the descriptive adjective "Associate" versus "Part Time", "Adjunct" and/or "Temporary" Faculty. References to "Full Time Faculty" would be replaced by

SENIORITY LIST UPDATE

Since September 2012, Yuba Community College District has been attempting to produce a seniority list for schedulers in a timely fashion. They have just distributed a list for use in scheduling Fall 2014. This list will allow unit members, with the help of the union, to assess if their own teaching assignment is correct. YC-AFT has been able to use the seniority list to assist members in receiving classes they were rightfully entitled to and educate administrators and other class schedulers in the proper procedure for allocating classes. The only way we can accomplish this is if we know you have not been offered your full return rights before extra classes have been offered to others. The list for your campus has been posted in your mail room.

Unfortunately, this list is missing the return rights load amount. As you may recall your return rights are up to 6 units. This is based on the highest number of units taught in the last six semesters. For fall and spring semesters, this excludes summer teaching

and for summer it includes only summer teaching. Without this number schedulers cannot determine the amount of load units each person is entitled to. This is where we need your help. If you have any doubts as to the validity or appropriateness of any assignment please contact your campus rep or Star Kreft our Grievance Chair. This is the only way we can hold the District accountable for their obligation to meet our return rights.

As you recall, under the seniority rights clause of the YC-AFT contract, persons responsible for assigning classes must offer at least the return rights load to the first person on the list (for the discipline and location) depending on total available units. If there are remaining units to be taught the process is followed with the next person on the list. When each person on the list has been offered their return rights load, the person assigning classes may then offer remaining units to the qualified person of their choice, with no regard to the list, up to 10 units. There are no rights for specific classes or times.

your college mailbox. Please take the time to look these over and give us your feedback. This is your opportunity to help craft a meaningful, relevant tool that can be used to help guide growth and professionalism within our ranks, rather than the perfunctory, punitive method now so erratically used. The administration is looking for our feedback, so please take the time to share your ideas, thoughts, and comments on the new procedure. Comments should be sent to one of the negotiating team: Doug Harris (dmharris12@gmail.com); Julia Green (jgreen@yccd.edu); or Elaine Robinson (thelaneyr@yahoo.com).

Become an active member in this union and discover what we can do when we work together.

-Elaine Robinson, President



"regular or contract faculty" to be inclusive of all faculty.

HR has been understaffed and overloaded with tasks. The number of new part time instructors each semester has been large and there has been no increase in staff for the department. This spring, a new member of the HR team has been hired. Wesley Porter will be working with Denise Daniel on certificated personnel matters. As part of his duties he will be assuming the production of the seniority list. Hopefully, this will result in a seniority list with all necessary information delivered in a timely fashion that will allow YCCD to fulfill their contractual obligations with YC-AFT.

