

Exhibit IVA.18
Handbook Excerpts

and permanence in the educational community.

Employees should refer to the current college catalog for a complete list of accreditations and approvals.

9. EMPLOYEE PARTICIPATION IN THE COLLEGE GOVERNANCE SYSTEM

It is the policy of SJVC to involve its employees in college governance. Participation in college governance is achieved through the following mechanisms:

- Attending department and/or campus management meetings
- Participation in the Instructional and Non-Instructional Program Review processes
- Participation in campus and/or institutional focus groups
- Participation in various campus and/or institutional surveys
- Attending designated campus-wide meetings with Campus Management and/or Executive Council member(s)
- Submitting ideas or recommendations for improvement directly to Campus Management and/or Executive Council Member(s)
- Participation in the Institutional Self-Study process

These mechanisms are available to assure that your interests are submitted to the appropriate college authorities. Any input you provide through these mechanisms will be given reasonable consideration in the formulation of the College's decisions and plans.

As a valued member of the college community, please avail yourselves of every opportunity for participation in the governance process and partner with us to effect positive change and fulfill the College mission.

Responsibility for Student Record Keeping

All information that occurs in the life of a student (e.g., grades, attendance, financial aid information, advising, and disciplinary action) is recorded and maintained in **Academic Info** - *SJVC's* electronic student database. Instructors play a key role in ensuring that the database is kept current by recording daily attendance and entering grades.

Attendance

Instructors are required to take attendance on a daily basis. Attendance records must be entered into CampusVue within **one hour** of the end of the last class taught for the day.

It is extremely important that attendance be recorded in an accurate and timely manner. Failure to do so could place the College at risk of processing a late student refund. Instructors must notify the Registrar as soon as possible if an attendance recording error has been made.

Grades

Instructors are responsible for posting mid-term and final grades in **Academic Info** in a timely manner. In addition, grades or scores received on assignments, quizzes, projects, exams, and any other assessment should be posted in the instructor's electronic gradebook as soon as reasonably possible. Doing so ensures that students are kept well informed of their academic progress and that campus management has access to up-to-date information on students who are academically at-risk; thereby, allowing them to provide appropriate and timely interventions.

Following are the College's standards concerning the entry of grades:

- Mid-Course and Final Grades are to be posted in **Academic Info** and the electronic gradebook within one hour of the end of the last day of class
- Instructors who teach in the Online Division must post all final grades by the last Friday of the module and no later than 11 a.m. Pacific Standard Time.
- Grade updates must be submitted to the Registrar within three class days of entering the final grade awarded. Grade update forms are available on InfoZone> Information Center>Employee Forms>Grade Update Form

Following are some additional ways in which instructors contribute to maintaining an accurate student database.

Student Contact Information

On the first day of every course, instructors should ask students if their contact information has changed (e.g., address, telephone number). Any change in student contact information must be reported to the Registrar immediately. Students have the option of updating their contact information on **InfoZone>AcademicInfo>MyProfile>MyInformation** or they may provide the information directly to the Registrar.

Student Advising Comments

Instructors should record all student advising contacts in **Academic Info**. Examples of some of the most common activities that trigger the need for an advising comment include:

- Incoming/Outgoing attendance calls (document your efforts (and students') to initiate contact)
- Requests for tutoring services
- Conversations concerning academic matters, attendance, and professional conduct
- Student notification on upcoming absences

Concerning student advising comments, the rule of thumb is, "if it isn't entered into **Academic Info**, it didn't occur."

Advising comments are an important tool in identifying an appropriate course of action to take with students.

Responsibility for Participating in College Governance

It is the policy of *SJVC* to involve faculty in decision-making and planning. This is accomplished through the following:

- Attending campus and faculty meetings
- Participating in the Program Review process
- Attending Curriculum Conferences
- Serving as a faculty representative on Advisory Boards
- Participating in various campus and institutional surveys
- Participating in focus groups
- Attending designated campus wide meetings with Campus Administration and/or Executive Council member(s)
- Submitting ideas or recommendations for improvement directly to Division Manager, Campus Deans, Campus Director or Director of Instruction
- Participating in the Institutional Self-Study process

These mechanisms are available to assure that instructors have multiple opportunities to voice their opinions, concerns, and provide feedback and/or suggestions. Any input provided through these mechanisms will be given reasonable consideration in the decision-making and planning process.



SECTION 3 CAMPUS LIFE

CAMPUS ACTIVITIES

In order to enhance the student experience, **SJVC** offers a variety of co-curricular and extra-curricular programs such as clubs, student government, community service projects, and social activities. Examples of some of the activities and functions of the various clubs and organizations include potlucks, charitable fundraisers, and participation in academic competitions. Participation in campus activities is strictly voluntary and the activities vary from campus to campus. Please contact the Office of the Dean of Student Services for further information on the activities available at your campus location.



STUDENT PARTICIPATION IN COLLEGE GOVERNANCE

It is the policy of **SJVC** to involve students in college governance. Participation in the governance process is achieved through the following mechanisms:

- Participation in various campus and institutional surveys
- Involvement in campus clubs and organizations
- Participation in focus groups
- Attending campus-wide meetings with Campus Management and/or members of the Executive Council
- Submitting ideas or recommendations for improvement to your Instructor, Campus Dean or Campus President
- Participation as a student representative on program-specific Advisory Boards
- Participation in the Institutional Self Study process

These mechanisms are available to assure that students' interests are well represented and that their ideas and concerns are submitted to the appropriate decision-makers. Input provided through these mechanisms is given reasonable consideration in the College's decision-making and planning processes.

As a valued member of the college community, please avail yourself to every opportunity for participation in

the governance process and partner with us to affect positive change and fulfill **SJVC's** mission.

ASSOCIATED STUDENT BODY

The Associated Student Body (ASB) is the student governing body of **SJVC**. All students are members of the ASB and are eligible to participate in all ASB functions and activities.

The ASB provides a way for students to become involved in the affairs of the College, where appropriate, by working in partnership with faculty and Campus Administration. The mission of the ASB is, "To develop an effective and efficient student government body that is alert to the responsibility of citizenship and to develop an organization which promotes high standards in scholarship, student activities, and academic ideology."

The ASB is responsible for communicating the ideas, interests, and concerns of the student body at large to faculty and campus administrators. The ASB works with students, faculty, and administrators concerning policies that affect the College and its programs. They are also involved with campus-wide activities, fundraisers, social events, and community projects. Elections for student leadership positions in the ASB are held at each campus. In order to qualify for office, candidates must meet the following requirements: