Faculty Handbook
2022-2023

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Welcome to CINC

Welcome to California Indian Nations College. We're glad you are here. There would not be a college without you. This handbook and faculty orientation are an attempt to provide brief answers to some of the most asked questions concerning CINC's policies and procedures.

CINC: Who We Are

According to the American Indian Higher Education Consortium, there are 37 accredited Tribal Colleges and Universities in the United States of America. However, not one accredited Tribal College or University is in the state of California. CINC aims to become the first stand alone, fully accredited tribal college in California.
California Indian Nations College began with a Strategic Planning Committee comprised of over 35 members who formed a coalition of constituents from Southern California Indian Country.

The College was chartered by the Twenty-Nine Palms Band of Mission Indians in September of 2017. Early the next year, the same tribe generously provided seed money to support the initial staffing of the College, enabling it to quickly get off the ground. The University of California, Riverside (UCR), offered to sponsor the College's offices at its Palm Desert Graduate Center and the College taught its first classes in cooperation with UCR Extension in Fall 2018.

Due to accreditation strictures, CINC formed an instructional partnership with College of the Desert (COD), a California community college located in Palm Desert, in the Spring of 2019. This partnership ensures that all classes offered by California Indian Nations College are fully transferable, backed by COD's regional accreditation through the Accrediting Commission of Colleges and Junior Colleges (ACCJC). California Indian Nations College offers an Associate of Arts degree in Liberal Arts. Within the degree, students can choose to emphasize, Art & Humanities, Business & Technology or Social & Behavioral Sciences. Students create a plan to graduation with the advice of the Registrar.

Mission, Vision, Purpose & Values

Mission
California Indian Nations College offers a culturally responsive academic curriculum rooted in Native American values and provides personalized support to advance the success of Native and non-Native students.

Vision
California Indian Nations College empowers students to advance Native American cultures, languages, and sovereignties to promote vibrant Native, local, and global communities.

Purpose
California Indian Nations College integrates Native American cultures, traditions, and languages in higher education.

Values
- Academic Freedom and Integrity
- Community Responsibility and Reciprocity
- Cultural Traditions and Healing
- Diversity and Inclusion
- Holistic Health and Well-Being
- Intellectual Engagement and Growth

Summary of Faculty Responsibilities

California Indian Nations College faculty are hired through an agreement with College of the Desert and are therefore expected to comply with the responsibilities required by each institution as summarized below.

- ATTENDANCE RECORDS -The instructor has the responsibility for maintaining accurate attendance records in accordance with established procedures. these records are maintained using the attendance tab on Populi. Record student attendance/ absences within 48 hours of the scheduled class meeting.
- CLASS MEETING TIMES AND BREAKS - Faculty are required to adhere to the official meeting times posted for each section of the course. For every 50 minutes of class time, 10 minutes of a break is required, and is considered one class hour. If a course meets for less than 40 minutes in an hour, no break should be taken in that hour. A three-hour course usually has one break of 15-25 minutes on a set schedule or one which does not disturb the academic integrity of the course.
- OFFICE HOURS - All faculty are required to maintain and hold office hours of at least 1 hour per week for each course taught. This must be ritualized rather than merely "by appointment," while individual appointments should be encouraged as well.
- POSTING SYLLABI – The syllabi should be posted on Populi before the first scheduled day of class. Please provide the most up to date and accessible means of contact on your syllabus, including a phone number or office number for students to reach you in an emergency. Contact the Academic Program Development Coordinator for an accessible syllabus template, if needed.
- FACULTY CONVENING - Before the Fall and Spring semesters each year, CINC hosts a faculty convening. Attendance is required, either in person or online for faculty who have not attended previously, and all faculty members are welcome. Attendees are paid a stipend for two hours.
- GRADING AND FINAL GRADES - Instructors should make every effort to grade assignments and record grades in Populi within one week of the submission of a test or assignment. Final grades are due 5 business days after the end of finals week. Faculty must submit grades to CINC via Populi and COD via WebAdvisor by the end of the term's date.

For information on access to classrooms, services available to faculty or other faculty support, consult the faculty handbook or contact the Academic Program Development Coordinator at ademars@cincollege.org (760) 278-8146

Academics

Culturally-Responsive Teaching

CINC's institutional mission promotes a strong emphasis on creating a "culturally-responsive" learning environment for our Indian and non-Indian students, their funds of knowledge, cultural capital, specific traditions, experiences, and knowledge. Culturally responsive teaching takes into mind the total person and all their relations, culturally, spiritually, academically, and otherwise. Geneva Gay (2000) says culturally responsive teaching is about "using cultural knowledge, prior experiences, frames of reference, and performance styles of ethnically diverse students to make learning more appropriate and effective." CINC students are very diverse and are not of a homogenous "Indian" Nation. In fact, our students have represented more than 55 nations and include African-American, Latino/a, White, and international students which represent their own families and communities.

Another study out of Washington State (2008) by CHiXapkaid et. al. emphasized in the case of Native students there is a need to develop a culturally responsive classroom emphasizing the
- Recognition and use of Native American languages
- Knowledge and use of the community's social and political customs
- Lessons connecting new material to students' existing experiences
- Curriculum that recognizes the importance of Native spirituality
- Meaningful interaction between school and community

Every course at California Indian Nations College includes one or more culturally-responsive outcomes among its Student Learning Outcomes (SLOs). Contact the Academic Program Development Coordinator, Dr. AnnMaria De Mars, ademars@cincollege.org if you are unsure of the SLOs for your course.

Our faculty, staff, administration, board of trustees, community as well as your own students can help nurture a culturally responsive learning environment through curriculum revision, SLO evaluations, information on the academic and cultural background of students, access and use of critical, indigenous, anti-racist and open pedagogical tools. Some other avenues for culturally responsive teaching include the use of relevant and valuable texts and resources, from inviting local and international elders, leaders, and scholars as guest speakers, taking field trips, or conducting class in a community or service-learning setting and developing missing materials.

We aim for a collegial environment at California Indian Nations College. If you have methods, assignments, or activities in your course that you have found to be particularly effective for culturally responsive teaching, please feel free to share these with the Academic Program Development Coordinator to include in faculty orientation and/or the faculty resources repository.

Degrees and Academic Programming

California Indian Nations College offers an Associate of Arts degree in Liberal Arts. Within the degree, students can choose to emphasize, Art & Humanities, Business & Technology or Social & Behavioral Sciences. The degree is designed to prepare students for transfer to a wide range of baccalaureate programs or majors (transfer preparation) while providing a solid, well-rounded general education. Future offerings under development include a certificate in Tribal Governance as well as an Associate of Science degree.

Enrollment of Students in Courses

Courses needs are determined by the Registrar, Academic Coordinator and Vice-President. A faculty member is assigned the course, and then students can enroll in them. If students are only taking CINC courses, they need only to login to Populi and register for the courses they desire (and are a part of their degree plan). CINC's registrar will submit these adds to COD and they are in the course. We offer small class sizes of between 10-20 and so the retention of these students is very important once they have registered. Populi is also where students drop CINC courses. If the course they are taking is not a CINC course but rather a College of the Desert (COD) course, they will need to go through the COD system, WebAdvisor, to drop or withdraw from their courses.

Cancellation of Courses

Courses may be cancelled due to low enrollment; however, once a course is requested, and faculty are assigned to it, every effort will be made to ensure that the course will continue. In unforeseen cataclysmic events such as a global pandemic, courses may be cancelled, and faculty will be notified before the start of the semester.

Cancellation of Classes

Please use the following procedures if this will occur:

If for some reason a faculty member must cancel class or won't use the room, the Registrar should be notified as soon as possible by emailing rgriffin@cincollege.org or calling (760) 895-0365. Please notify students first and give 24 hours' notice if possible.

Attendance

Attendance and preparation for class is important to a student's ability to participate and be successful in college. Poor attendance and/or tardiness may result in inadequate progress or failing grade. It is the responsibility of the student to arrive on time and prepared to participate in class. In case of absence, it is the responsibility of the student to arrange for completion of class work. If attendance is considered in grade computation, this should be noted on the syllabus and included in Populi. It is the student's responsibility to read each Instructor's syllabus at the beginning of each semester. It is the responsibility of the student to arrive on time and be considerate of the instructor and classmates. Even if not included in grade calculation, attendance may affect the student's grade because of missed instruction and/ or in-class laboratory activities.

"At-risk students" include:
- Students who have not attended in the first two weeks of class,

- Students who have excessive absences, normally defined as more than the number of times the class meets per week,
- Students who are not submitting assignments on a timely basis.
- Students who regularly arrive late and/ or leave early such that they miss more than one-third of the class period

Repetitive absences or tardies should be reported to the Chair, Student Early Action System (SEAS) Committee at studentsuccess@cincollege.org .

At census, that is after 20% of the course length has transpired, any students who have not attended (no-show) must be reported to the Registrar, rgriffin@cincollege.org who will process dropping the student from the course.

The instructor has the responsibility for maintaining accurate attendance records in accordance with established procedures. At CINC, our approach to retaining students is by providing a sound communication, feedback, accountability and evaluation system backed by student support services such as tutoring and advisement. If a student will be potentially performing poorly due to lack of attendance, participation and communication please reach out to CINC student services for support.

An attendance contract has been signed by all students before they have accepted the responsibility of admission. Further, students lack of attendance and participation may also result in restriction of further enrollment of courses. We want students to succeed and if they are unsuccessful managing a full course load, for example, they may be counseled to limit enrollment to part-time attendance in the subsequent semester.

Class Meetings Times and Breaks
Faculty are required to adhere to the official meeting times posted for each section of the course. For every 50 minutes of class time, 10 minutes of a break is required, and is considered one class hour. If a course meets for less than 40 minutes in an hour, no break should be taken in that hour. A three-hour course usually has one break of 15-25 minutes on a set schedule or one which does not disturb the academic integrity of the course.

Accessibility / Disabled Students

We are legally required to make our educational programs accessible to students with disabilities, and we would do it anyway because it is the ethical thing to do. Accessibility means that students have access to educational content, facilities, and activities. This may include, but is not limited to screen readers, interpreters, note takers. If you have any questions or difficulties with making your content accessible for students, contact Dr. AnnMaria De Mars ademars@cincollege.org .

As dually enrolled students, anyone with a disability has access to Disabled Student Programs and Services (DSPS) through College of the Deserts. Students can meet with a counselor

virtually or in-person on the COD Palm Desert campus. Students are advised to contact the CINC Registrar for assistance in coordinating services, by emailing rgriffin@cincollege.org or calling (760) 895-0365.

Although not limited to serving students with disabilities, the Tutoring and Academic Skills Center (TASC) is located on the Palm Springs campus and provides academic support from 8 a.m. to 8 p.m. Monday through Thursday, in PS 6.

Making Your Course Accessible

The Web Accessibility Initiative (WAI) is an excellent resource if you need guidance in making your course accessible. This checklist, Making Events Accessible, is a great place to start. WAI offers free, online courses on accessibility and much more, on their website https://www.w3.org/WAI/

Office Hours

All faculty are required to maintain and hold office hours of at least 1 hour per week for each course taught. This must be ritualized rather than merely "by appointment," while individual appointments should be encouraged as well.

Specific Instructional Information

CINC Accessible Syllabus Template

All courses must be checked for accessibility, including and especially the syllabus and information disseminated or posted into Populi. Please utilize the CINC accessible syllabus template located in on the CINC Faculty Resources page. A direct link can be found here.

Populi

Populi is CINC's version of WebAdvisor and Canvas rolled into one platform. It is used for keeping safe student records, communicating with students, posting and receiving student assignments, staff, faculty and advisors, performing course evaluations, providing a resource site for all of CINC. Faculty should login and develop their profile, store important academic resources, and get to know their students. The portal can be reached at: cincollege.populiweb.com.

We know our faculty are extremely busy, but time spent learning the Populi system will be well-spent and save you frustration in the end. Two valuable resources for learning Populi are the Knowledge base for Courses/ Faculty and the Populi YouTube channel. There are also videos on the Populi site Knowledge Base, under the aptly named Videos tag, but you will find more on the YouTube channel so if you are a person who prefers to learn from video, check that out as well.

If you need extra assistance with Populi and wish to speak with a human, please do not hesitate to contact Dr. De Mars at ademars@cincollege.org

Communication with CINC Students and Administration

Student communications should be through Populi when possible as it maintains a record of all communications and automatically sends an email to the student's preferred email address. Please provide the most up to date and accessible means of contact on your syllabus, including a phone number or office number for students to reach you in an emergency.

As faculty, the principal lines of communication are with the Academic Program Development Coordinator, the Registrar and Director of Enrollment Services, and Student Services Coordinator who utilize a cincollege.org email address that you may need to "allow" via the host's email settings. It is expected that faculty are communicating any issues (as well as successes) as soon as possible after they occur for appropriate action or celebration to occur. Important Policies & Procedures

Faculty Orientation and Continuing Education

Before the Fall and Spring semesters each year, CINC hosts a faculty orientation. Attendance is required for faculty who have not attended an orientation and all faculty members are welcome. The Academic Program Development Coordinator is available to reorient any instructors who are not new and simply need a refresher or update on current CINC practices, policies, procedures and other important information. Outside professional development is also encouraged by CINC. Throughout the year, faculty will receive invitations to academic and cultural events. We encourage you to participate in professional development opportunities as your time and interest allow.

Grading & Final Grades

The courses, instructors, and students are governed by CINC policies and procedures. To review the academic standards and grade policies go to: https://cincollege.org/academics/general-catalog/ (CINC)

It is advantageous to both students and faculty to have grades entered in a timely fashion. Instructors should make every effort to grade assignments and record grades in Populi within one week of the submission of a test or assignment. Given the small class sizes typical at CINC, this schedule should be feasible.

Final grades are due 5 business days after the end of finals week. Final grades are recorded on a student's permanent record at the end of each academic term. Faculty must submit grades to CINC via Populi and COD via WebAdvisor by the end of the term's date. Note the various grading options and dates when deciding upon a student's failure to continue as in the case of an early Drop or post-census Withdrawal as well as on a student's end of term status, such as Failure to Withdraw (FW), Excused Withdrawal (EW), or an Incomplete (I). See the respective grading options and policies in full in CINC's General Catalog

By the fifth week of the semester, faculty should receive a notice from the Registrar that all students have been entered into WebAdvisor. At this time, faculty members must compare their Populi and WebAdvisor rosters and notify the Registrar of any discrepancies at rgriffin@cincollege.org

Guest Speakers

Faculty are encouraged to find ways to incorporate knowledgeable scholars, leaders, elders, and other community persons in your courses when appropriate and wise to do so. Guests should be treated with respect and a form of reciprocity should be engaged. Prepare students and guests beforehand of the conditions, directions or links, topics and goals of their visit. Please contact Dr. AnnMaria De Mars, the Academic Program Development Coordinator ademars@cincollege.org if you need assistance or would like advice about extending the invitation for external guest speakers.

Field Trips

Many courses and students benefit greatly from conducting class in a high-context learning environment beyond the classroom or virtual boundaries. Such classes can be encouraged however they cannot be required if this is not the agreed upon meeting location unless everyone has the same opportunity to attend. Giving students opportunities to learn outside of class according to a time that is convenient to their schedule is equally encouraged.

Textbooks and Open Educational Resources

A concerted effort has taken place in order to remedy the fact that many of our students are unable to afford the high cost of corporate publishers' frequently revised editions of textbooks, supplements and resources. Part of this effort includes guiding faculty to adopt a low-cost or no-cost alternative textbook, such as an Open Educational Resource or Open Library source that is also accessible to all students. Faculty are also encouraged to develop their own OER textbooks and resources. Many grants and support can be found towards locating and developing these resources. Sources for Open Educational Resources include
OpenStax.org https://openstax.org/   for textbooks.
Directory of Open Access Journals https://doaj.org/ for academic research articles

Any California resident can obtain a card at any of the following library systems. All offer books and magazines on-line, audio books and a variety of free educational services such as LinkedIn learning. Students can apply for and receive online a card to access e-content. To check out physical books they will need to go to the library in-person and present ID.

- Los Angeles Public Library https://lapl.org/
- Riverside County Library https://rivlib.net/services/get-library-card
- San Bernardino County Library https://sbclib.org/

Student Course and Faculty Evaluations

For each course taken or taught at CINC, the students, the course and faculty are assessed for quality and activity. Student course evaluations are conducted via Populi for every course. New faculty are observed and evaluated using standardized criteria during the first semester of teaching, which is completed with a review meeting with the Academic Program Development Coordinator of the total evaluation. We re-evaluate instructors once every three years.
If you are a returning faculty member that has already undergone an administrative faculty teaching evaluation and observation, one class observation by the Academic Program Development Coordinator, will be conducted annually, scheduled at a time that is mutually convenient. The purpose of these observations is to identify strengths and needs of the faculty.

Please feel free to reach out at any time for needed support or to share ideas or materials with your fellow faculty members.

Faculty Access to Facilities

Your classroom should be open when you arrive at your scheduled class time. If you need support locking or unlocking a classroom or other building before 5:30 p.m., please contact, Ricardo Chavez in PS1, (760) 776-7451 richavez@collegeofthedesert.edu

After 5:30 pm or in the event that Ricardo cannot be reached, contact Public Safety.
Palm Springs campus on-duty officer: 760-777-0498 (Mon-Thurs 7am-9pm)
Palm Desert campus Dispatch: 760-341-2111

Staff members must be present and request access from Public Safety in order to enter the authorized facility intended for use. Public Safety will not open a facility/classroom if the instructor or staff member is not present due to supervision/liability concerns. Public Safety does not open facilities prior to an instructor arriving to allow students to enter classroom.

 Students are always welcome to wait or study inside the Student Commons area (PS-09), TASC/CINC center (PS-06) or Admin (PS-01).

Classroom Access
Faculty have access to CINC's main campus facilities which are housed at the CINC/ COD Palm Springs campus, as well as College of the Desert's division specific offices and campus resources. The Palm Springs CINC classrooms are in PS2, PS3 and PS 11.

Issues with Classroom Technology
Please contact the Administration office immediately. If it is after normal business hours, please send an email notification to the Director of Educational Centers – West Valley, Dr. Scott Adkins at rsadkins@collegeofthedesert.edu Ricardo Chavez-Chaidez at richavez@collegeofthedesert.edu and Jim Lilly at jlilly@collegeofthedesert.edu and they will submit any necessary work order information on your behalf. Please be as detailed as possible. Include your name, location and as much information regarding the issue. Screen shots of messages and/or errors are very helpful. Pictures/photos of damaged equipment are also helpful. If you do not receive assistance within two business days, please let the Academic Program Development Coordinator know to follow up (ademars@cincollege.org)

Office Hours and Study Group Access
 In addition to classrooms, faculty also can reserve private meeting rooms for office hours in PS 1 , or reserve a classroom for small group study sessions or office hours, by scheduling with Ricardo Vasquez richavez@collegeofthedesert.edu . CINC also maintains an administrative office in PS6 which is staffed Monday through Thursday by the Registrar and Student Success Coordinator. Regular office hours are 11 a.m. – 4 p.m. and by appointment.

Zoom
Some courses are conducted via Zoom, fully online, hybrid or in the case of campus closure. During the COVID-19 global pandemic, all CINC courses were taught fully online via Zoom

since March of 2020. It is possible that courses may be held over Zoom in the case of unforeseen campus closure, for example, if air conditioning or water line breaks occur on campus.

Recording
Due to the extreme need for accessible classrooms and course content especially teaching in virtual environments, students are more frequently requesting access to recorded lectures and classes. It is not required of faculty to record their lectures however you may consider activating that setting within Zoom to make a recording for each class automatically.

Help & Support
Unique to CINC is that our structure currently employs an Academic Program Development Coordinator and Student Success Coordinator who are also faculty members. They work specifically and directly with our CINC faculty, providing help, assistance, guidance, and support. Please reach out to them for any assistance in development of courses, ideas for student activities, need for tutoring for specific students or any other academic or student issues.

CINC Course Assignments, College of the Desert Assignment, Payroll & Benefits

Course Assignments
Course Assignments are determined by the Registrar and Director of Enrollment Services based on student enrollment and program requirements. Faculty interested in assignment for a course currently offered by CINC, as identified in the college catalog published on the CINC website should express their interest to the Registrar and Director of Enrollment Services, Roger Griffin at rgriffin@cincollege.org

Faculty interested in offering a new course not in the current catalog should contact the Academic Program Development Coordinator, Dr. AnnMaria De Mars at ademars@cincollege.org

College of the Desert Assignment
All faculty members, whether part-time or full-time employees of CINC, are concurrently adjunct faculty members of College of the Desert and, as such, will have access to their library, WebAdvisor and other systems. After appointment by CINC, you will receive a link from College of the Desert HR that requires you to complete several online courses on topics such as FERPA. You will also need a LiveScan fingerprint, a TB test, a copy of your Social Security card and your official transcripts sent to COD. Please start on these tasks as soon as possible and if you run into any difficulty, contact the Academic Program Development Coordinator, Dr. AnnMaria De Mars at ademars@cincollege.org

New faculty members should be aware that the appointment process with College of the Desert may take up to three months. (Yes, we are working to change this.) Consequently, although you

will have access to Populi and all CINC resources before the semester starts, you should not count on having access to COD systems until the second month of classes, and possibly later.

CINC is an Equal Opportunity Employer and encourage applications from all persons. We do not discriminate on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, ancestry, sexual orientation, language, accent, citizenship status, gender identity, transgender status, parental status, marital status, economic status, veteran status, medical condition, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Payroll and Benefits – Full-time CINC Employees

Faculty members who are employed full-time by CINC are paid bi-monthly. Employees can sign up for health insurance, view available vacation and sick days through the Gusto system. Detailed information should have been received during your employee orientation. For additional information on payroll and benefits, contact Ryan Mariano rmariano@cincollege.org

Payroll and Benefits – Faculty Members who are Part-Time Employees

Faculty are paid by Riverside county through College of the Desert (COD). CINC reimburses payments made by COD but faculty receive their check once per month during their assigned teaching period. COD releases a pay period schedule available in the adjunct faculty portal where all adjuncts apply and submit documentation. Usually, pay is issued the first week of each month.

College of the Desert Resources

Library Instruction, Staff & Resources

CINC has formed a partnership with COD which enables our students to access all library resources and other campus resources. Please utilize library staff and faculty, amongst other resources on campus to holistically approach teaching and learning in your classrooms by setting up information sessions, workshops and otherwise connecting students with academic resources and personnel on campus.

Faculty members should be aware that the student registration process with College of the Desert may take up to two months. (Yes, we are working to change this.) Consequently, although your students will have access to Populi and all CINC resources before the semester starts as well as access to the TASC center and all facilities on the Palm Springs campus, you cannot count on new students having a myCOD ID to access College of the Desert systems until the second month of classes.

Student Learning Outcomes (SLOs)

Currently CINC faculty through our partnership with COD utilize the Student Learning Outcomes as developed by the academic senate and respective divisions. These Student Learning Outcomes should be regarded as a <u>minimum</u> standard. All courses should include at least one SLO which reflects our particular student demographics and mission as well as the advancements of scholarship in each subject area. All faculty should include assessments to formally evaluate SLOs for their courses. Faculty members needing assistance in writing or evaluating SLOs may contact Dr. AnnMaria De Mars , Academic Program Development Coordinator at ademars@cincollege.org or Daniel Collister, Institutional Researcher, at dcollister@cincollege.org

Academic Freedom

Academic freedom is the right of college faculty to interpret their fields and to communicate conclusions without being subject to interference or penalty because these conclusions may be at variance with those of constituted authorities, organized groups, or individuals. The Board of Trustees of California Indian Nations College believes that academic freedom of the college faculty is indispensable to the success of the College in fulfilling its obligations to students and society.

It is the policy of the Board of Trustees of California Indian Nations College to recognize the importance of academic freedom in pursuit of academic excellence for the College, consistent with the following:

- College faculty are entitled to freedom in the classroom in discussing their subject. The faculty member has a license to present whatever he or she may feel is appropriate and the faculty member's individual judgment and discretion shall be responsibly exercised.
- College faculty are citizens as well as members of the learned professions. When they speak as citizens, they should be free from institutional censorship or discipline. As persons of learning and members of the College faculty, they must remember that the public may judge their profession and the College by their statements. College faculty should, therefore, make every effort to indicate that when they are speaking or acting as private citizens, they are not speaking or acting for the College. As citizens engaged in a profession that depends upon academic freedom for its health and integrity, College faculty have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.
- College faculty are entitled to full freedom in research and in the publication of the results, subject to adequate performance of their other academic duties.
- College faculty will ensure the academic freedom of students: the freedom to express and to defend their views and the freedom to question and to differ with the College faculty or the College without penalty.

Faculty Code of Professional Ethics

Guided by a profound belief in and respect for the inherent dignity and worth of each individual in the culturally diverse community we serve, the faculty at California Indian Nations College endeavor to:

- Place as their highest priority excellence in teaching, continually striving to improve scholarly and professional competence, maintaining personal and academic integrity, and accepting the role of intellectual guide and facilitator
- Encourage the free pursuit of learning, honoring the confidential nature of the relationship between instructor and student, avoiding exploitation of students for private advantage, and holding before them high scholarly standards for their discipline and appreciation and respect for others
- Accept accountability for maintaining honest academic conduct, high standards of performance, and evaluation that reflects the true merit of students, courses, programs, and services
- Accept the obligations associated with membership in a community of scholars that includes practicing, fostering and defending intellectual honesty, freedom of inquiry and instruction, social responsibility, and respect for the opinion of others; acknowledge the rights and obligations associated with the role of citizen within the community, ensuring that views expressed within that society are represented as those of a private citizen rather than those of a spokesperson for the College.

2022-23 Academic Calendar

August '22

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September '22

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January '23

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February '23

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March '23

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April '23

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May '23

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June '23

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July '23

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Fall Semester Important Dates from August 26 to December 16, 2022

> Aug 23-24: Fall Orientation Aug 26: Fall Classes Begin; Sep 5: Labor Day (No Classes); Nov 11 Veterans Day (No Classes); Nov 25-27 Thanksgiving (No Classes); Dec 10-16 Finals Week; Dec. 16 Last Day of Fall Semester

Spring Semester Important Dates from January 30 to May 26, 2023

> Feb 01: Spring Classes Begin; Feb 17 & 20: President's Days observed (No Classes); Apr 3-7: Spring Break (No Classes); May 24-28: Finals Week; May 28: Graduation Day & Last Day of Spring Semester

Summer Semester Important Dates from June 20 to August 04, 2023

> Jun 20: Classes Begin; Jul 4: Independence Day (No Classes); Aug 02-06 Finals Week; Aug 30: Fall Classes Begin

2022-23 Cultural Calendar

August '22						
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September '22						
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October '22						
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November '22						
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December '22						
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January '23						
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February '23						
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March '23						
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April '23						
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May '23						
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June '23						
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July '23						
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30	31	1	2	3	4	5

Important Dates for Cultural Events

08/06/22   Santa Isabel Traditional Gathering,
08/12-14/22   Barona's 15th Annual Traditional Gathering
08/13/22   Dorothy Ramon Learning Center "Dragonfly Gala"
08/19-21/22   Rincon Annual Fiesta
08/27/22   Pala Traditional Gathering
08/27/22   Viejas 23rd Annual Bird singers Gathering & Peon Tournament
09/2-4/22   50th Annual Barona Pow Wow
09/9-11/22   Sycuan Annual Pow Wow Celebration
09/16-18/22   San Manuel Pow Wow
09/23-25/22   Morongo Annual Thunder & Lightning Pow Wow
10/6-9/22 - 16th Many Winters Gathering of Elders
11/5/22   Gathering Under the Stars
10/16/22   Press conference with Assemblyman James Ramos
11/25-27/22   Cabazon Pow Wow @ Fantasy Springs, Indio
12/3-4/22   Torres Martinez Sukutt Menyil Fiesta
12/31/22   Traditional New Year's Gathering @ Morongo
01/6-8/23   Pechanga Pow Wow
As more dates are added in 2023, check CINC website for latest calendar of events.

Student Affairs

Student Support Services

California Indian Nations College provides academic support and tools to support student success. Tutoring is available for all course subjects. Weekly workshops are provided on areas such as Microsoft Office, study skills, and how to give a presentation. These workshops are advertised to all faculty through Populi.

Supplemental Instruction

California Indian Nations College provides personalized support to advance the success of our Native and non-Native students. Supplemental Instruction is available on the Palm Springs campus. For more information, please contact Courtney Hampton at champton@hampton.org or dial (760) 834-0593.

As dually enrolled students, all CINC students are able to access the facilities of the Tutoring and Academic Skills Center (TASC), located on the Palm Springs campus and provides academic support from 8 a.m. to 8 p.m. Monday through Thursday, in PS 6.

CINC's partnership with COD allows for full and complete access to campus resources for our students. Students should be encouraged to visit the Tutoring & Academic Skills Center at the COD Campus if they need other kinds of support. Tutoring and Academic Skills Center (TASC) provides a Lab or comparable services at each site of College of the Desert. TASC Labs provide space for students to study, complete coursework, and pursue guidance with classroom content. Friendly, knowledgeable staff will be there to assist students with accessing any of the following services:

- Peer Tutors and Faculty Support
- Language and ESL Lab facilities
- Specialized software for various courses
- Textbooks on loan for use in a TASC Lab
- Computers for academic use and printing
- Friendly, knowledgeable staff and faculty

Non-Discrimination Policy

The California Indian Nations College (CINC) maintains a policy which prohibits the discrimination and harassment of one CINC member by another CINC member on any basis including, but not limited to, race, age, color, religion, sex, gender, pregnancy, marital status, national origin, tribal affiliation and non-tribal affiliation, physical or mental disability, medical condition, veteran status, sexual orientation, and ancestry.

Title IX

Title IX of the Education Amendments of 1972 prohibits sexual discrimination in any form; to include any form of sexual harassment and gender discrimination.

Federal law states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program and activity."

FERPA & Student Privacy Rights

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.)
These rights include:

- The right to inspect and review the student's education records within 45 days after the day the California Indian Nations College receives a request for access. A student should submit to the Registrar and Director of Enrollment Services, Roger Griffin, rgriffin@cincollege.org , a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by CINC, the student will be advised of the correct official to whom the request should be addressed.

- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
  - A student who wishes to ask the school to amend a record should write the Registrar, clearly identify the part of the record the student wants changed and specify why.

  - If CINC decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before CINC discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

  - CINC discloses education records without a student's prior written consent under the FERPA exception for disclosure to college officials with legitimate educational interests. A college official typically includes a person employed by CINC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A college official also may include a volunteer or contractor outside of CINC who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the college with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another college official in performing their tasks. A college official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for the CINC.

- Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request, or the disclosure is initiated by the student.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the CINC to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202
For additional information regarding FERPA, contact:
(202) 260-3887 (voice), (800) 877-8339 (TDD)
http://www2.ed.gov/policy/gen/guid/fpco/ferpa/psofficials.html

Drug and Tobacco-Free Policy
CINC recognizes and honors traditional, ceremonial, and sacred usage of tobacco in its unadulterated form as prescribed by cultural protocols. CINC is committed to the Drug-Free Schools and Communities Act Amendments of 1989 specified by P.L. 101-226.

California Indian Nations College policies prohibit the manufacture, possession, distribution, or use of alcohol or controlled substances by students, employees and campus guests in the workplace and facilities owned or leased by the College. Smoking and the use of smokeless tobacco, such as vapor cigarettes, are also prohibited in College buildings and vehicles.

Jeanne Clery Act
In compliance with the Jeanne Clery Act of 1965, California Indian Nations College provides information regarding campus safety and crime policies in the Student Code of Conduct. The CINC Student Handbook contains information about reporting crimes, the sexual harassment policy, the drug/alcohol policy, the Student Code of Conduct, and other issues related to student life. For assistance with issues related to student conduct, contact the Student Success Coordinator studentsuccess@cincollege.org

Religious Holidays
At CINC, our staff, faculty, and student communities represent a wide range of diversity within and beyond Indian Country. The message to faculty of our diverse student population is to get to know our students, their religious beliefs, and ritual observances. Responsive communication policies should be addressed in the syllabus and reiterated in class. Religious tolerance, a founding principal of Indian Nations as well as the United States is highly respected, however, a student should be expected to make every effort to verify their legitimate absence, as well as complete the work required before the planned absence. In the case of sudden death and mourning ceremonies, please be sensitive to the student's loss but also supportive of their

completion of required work and dutiful attendance. Communication is the key to alleviating misunderstandings and absenteeism.

COVID-19 and Other Health Issues

At times classes may need to be offered via Zoom due to infectious disease prevalence in the state, community, campus or families. Because of the unforeseen consequences and conditions of learning, faculty must be diligent to remain in contact and communication with students living conditions and struggles related to this virus. Many students have suffered from the virus, have lost loved ones, have lost jobs, have virtual learners or children at home, and otherwise are struggling to gain an education during these times. The main rules to follow are to be sensitive and aware of students situatedness, while also providing alternative learning modalities, recording of lectures, extra credit, accepting late work, while offering other opportunities to learn.

Student and Classroom Conduct and Misconduct

When a student enters California Indian Nations College it is taken for granted by the College authorities that an earnest purpose exists and that the students' conduct will demonstrate that assumption. If, however, the student's conduct is not appropriate, and the student should be guilty of one or more of the violations listed in the Student Conduct Standards and Procedures policy, then appropriate disciplinary action will be taken as listed in the policy. For full policy go to the CINC Student Handbook.

Student Disciplinary Actions

Consequences of violating the Student Code of Conduct may include one or more of the following actions:

- Verbal Reprimand/Warning
- Written Reprimand/Warning
- Mental Health Clearance
- Restitution
- Disciplinary Probation
- Removal from Class
- Short-term Suspension
- Long-term Suspension
- Immediate Interim Suspension
- Removal from Facility
- Withdrawal of Consent to Remain on Campus
- Expulsion

Specific actions are found in the above policies on student conduct. Generally, the rule should be a student is given the benefit of the doubt and every allegation of misconduct must have evidence for substantiation. Student disciplinary procedures are clarified in the Student Handbook. In the event of an emergency that threatens the safety of staff, faculty or students or significant destruction of property in progress, the faculty member should contact campus security, located in PS 9. Non-emergency issues should be referred to the Student Success Coordinator at studentsuccess@cincollege.org

Plagiarism and Cheating

Both of these specific offenses are adamantly opposed and disciplined at CINC. The policies regarding the Student Code of Conduct details these offenses to entail the following descriptions.

- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
- Cheating is the use of any unauthorized materials, or information in academic work, records, or programs, the intentional failure to follow express directives in academic work, records, or programs, and/or assisting others to do the same including, but not limited to, the following:
- Knowingly procuring, providing, or accepting unauthorized examination materials or study aids.
- Completing, in part or in total, any examination or assignment for another person.
- Knowingly allowing any examination or assignment to be completed, in part or in total, for himself or herself by another (e.g., take-home exams or online assignments which have been completed by someone other than the student).
- Copying from another student's test, paper, lab report, or other academic assignment.
- Copying another student's test answers.
- Copying, or allowing another student to copy, a computer file that contains another student's assignment, homework lab reports, or computer programs and submitting it, in part or in its entirety, as one's own.
- Using unauthorized sources of information such as crib sheets, answers stored in a calculator, or unauthorized electronic devices.
- Storing answers in electronic devices and allowing other students to use the information without the consent of the instructor.
- Employing aids excluded by the instructor in undertaking course work.
- Looking at another student's exam during a test.
- Using texts or other reference materials (including dictionaries) when not authorized to do so.
- Knowingly gaining access to unauthorized data.
- Altering graded class assignments or examinations and then resubmitting them for regarding or reconsideration without the knowledge and consent of the instructor.
- Plagiarism is any conduct in academic work or programs involving misrepresentation of someone else's words, ideas or data as one's original work, including, but not limited to, the following:
  o Intentionally representing as one's own work the work, words, ideas, or arrangement of ideas, research, formulae, diagrams, statistics, or evidence of another.
  o Taking sole credit for ideas and/or written work that resulted from collaboration with others.
  o Paraphrasing or quoting material without citing the source.
  o Submitting as one's own a copy of or the actual work of another person, either in part or in entirety, without appropriate citation (e.g., term-paper mill or internet derived products).

- o   Sharing computer files and programs or written papers and then submitting individual copies of the results as one's own individual work.
- o   Submitting substantially the same material in more than one course without prior authorization from each instructor involved.
- o   Modifying another's work and representing it as one's own work

Who to call

Academic concerns
Academic Program Development Coordinator - Dr. AnnMaria De Mars
Email ademars@cincollege.org or call/text (760) 278-8146
For academic development and instruction issues including syllabi, grading, accessing Populi, locating Open Educational Resources, identifying guest speakers contact the office above.

Enrollment, Registration or Course Assignment
Registrar and Director of Enrollment Services - Roger Griffin,
Email rgriffin@cincollege.org   call/ text 760.895.0365

To be assigned to teach a course, if you have students in your class who do not show up in Populi, needing to get your students access to College of the Desert accessibility or other resources involving enrollment management contact the Registrar's office.

Public Safety
Palm Springs campus on-duty officer: 760-777-0498 (Mon-Thurs 7am-9pm)
Campus Dispatch: 760-341-2111
In case of emergency, faculty members can call the Public Safety number or 911. If calling 911 from a campus phone, Public Safety will also be alerted.

Student Support Services
For questions about student orientation, student conduct or safety issues, campus visits or special events, contact Student Success.
Student Success Coordinator
Email studentsuccess@cincollege.org

Tutoring or Adult Basic Education
To arrange for tutoring or for students who require a high school diploma, please contact

Director of Adult Education Courtney Hampton
at champton@hampton.org or dial (760) 834-0593.