



CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
**PALM DESERT CAMPUS**

**A Guide for Teaching at the  
CSUSB Palm Desert Campus**

**2023-2024**



*Note: All information contained herein is current, as of August, 2023, unless otherwise noted. Information may change over the course of the year. While some components, such as contact lists, will be sent out as needed during the academic year, any edits, additions, etc. will be reflected in the next year's edition.*

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# A Message from our PDC Associate Vice President

Dear New and Returning PDC Faculty,

Welcome to the 23-24 Academic Year!

I am deeply grateful to each of you for your extraordinary dedication to our students inside and outside the classroom.

This fall marks my first semester of not teaching for the first time in over ten years, and I miss it already. Teaching was always the most enjoyable aspect of my work as faculty. It was also the area to which I dedicated the most time. Thus, I understand and honor the careful thought and planning I am sure you have put into preparing your courses for the semester.

We hope this Teaching Guide will serve as a helpful resource to you while teaching at PDC. Within its pages, you will find general information, including where to pick up your mail, where the faculty offices are located, how to use the information technology in the classrooms, and the many services we offer our students.

You can also find more helpful resources on the PDC website at:

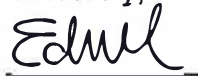
<https://www.csusb.edu/pdc/helpful-resources-faculty-staff>

Of course, if you have any questions, please do not hesitate to contact me or any other staff members based on your needs. We are here to support you.

I also encourage you to reach out to your faculty colleagues. We have a superb group of faculty on this campus, including Professor Lacy Kendall, who received Cal State San Bernardino's 2022-23 Outstanding Lecturer Award for excellence in instruction. A delayed but sincere congratulations, Lacy!

Wishing everyone a successful semester.

Sincerely,



Edna Martinez (Aug 17, 2023 14:11 PDT)

Edna Martinez, Ph.D.  
Associate Vice President  
CSUSB Palm Desert Campus

**Section I:**  
**General Campus Information**

# PDC Vision, Mission, Values 2020-2025

## **Vision**

CSUSB aspires to be a model for transforming lives.

## **Mission**

The Palm Desert Campus of California State University, San Bernardino is a dynamic, student-centered learning community that aspires to create transformational opportunities that nurture and sustain the intellectual, environmental, economic, and cultural richness of the Coachella Valley. By collaborating with and investing in students, faculty, staff, and communities, together we strive to define the future.

## **Value Statement & Core Values**

CSUSB Palm Desert Campus culture is driven by inclusivity, integrity, respect, and transparency. We stand for social justice and equity and do not tolerate discrimination of any kind. We understand that the safety and wellness of our communities are important and as such, we strive to provide a positive experience for all. Innovation and sustainability shape our dreams of continued growth within our CSUSB Palm Desert Campus and surrounding communities.

*INCLUSIVITY:* We affirm and are committed to the value of all kinds of differences among students, faculty, and staff. Inclusivity that is broad and deep makes us a healthier and more productive organization and builds a culture that fosters engagement and diverse perspectives.

*INNOVATION:* We support and believe in an innovative culture and attitude that fosters the creative and deliberate application of teaching, research, scholarship, and service for effective education.

*INTEGRITY:* We affirm and are committed to the truth. We demonstrate our integrity by being ethical, matching what we say with what we do, and ultimately taking responsibility for our actions.

*RESPECT:* We believe in and are committed to the virtue of respect and will treat everyone with courtesy and kindness.

*SOCIAL JUSTICE AND EQUITY:* We believe in, affirm, and are committed to the equal value and dignity of all people. Fairness and equity are more than equality. We actively seek to eliminate barriers for those who are disadvantaged and disempowered so they may participate fully in university life.

*SUSTAINABILITY:* We affirm and are committed to the sustainability of our university by forward-thinking, learning from both successes and mistakes, being proactive in moving our university forward, and by providing opportunities for continued growth and development.

*TRANSPARENCY:* We affirm and are committed to the importance of transparency both internally and externally. We believe in honesty and openness in our decisions and processes, subject to legal and ethical confidentiality. Understanding we are a public institution, we are also upfront and open to the community and residents that we serve about the decisions we make and the actions we take.

*WELLNESS & SAFETY:* We affirm and are committed to protecting and enhancing the health, wellness, and safety of ourselves, our colleagues, our students, and our stakeholders. We believe a healthy university is one in which there is collegial collaboration and continuous improvement processes that ensure a safe and healthy workplace for all.

# Coyote Bookstore at PDC

*The Coyote Bookstore at CSUSB's Palm Desert Campus is located beside the Rancho Mirage Student Center Lounge in the Mary Stuart Rogers Gateway Building.*

## **Textbooks**

The bookstore offers a variety of options for textbook purchases, including new, used, rental, and digital formats. Textbook information, including purchase and rental pricing, is available through MyCoyote or at Coyote Bookstore Palm Desert Campus.

### *Renting Textbooks*

Textbook rental is a great way to save money on one of students' biggest college expenses; on average, renting books will save about 50% of a new book purchase. Not every book is rentable, but the list of rental titles is growing every term.

### *Digital Textbooks*

Brytewave-the Bookstore's leading format for digital textbooks-offers a more advantageous approach when in search for the right textbook. It can be used on many devices, including laptops, tablets, and mobile devices and students can log in from anywhere. This is also a cost-effective way of saving money by going digital!

### *Used Textbooks*

The bookstore offers used-sellable condition textbooks-at a lower cost than new textbooks. By purchasing used or new textbooks you can sell them back to us for up to 50% of your money back!

## **Besides textbooks, the bookstore provides:**

- PDC gifts & clothing
- School supplies
- Computer software
- Snacks & beverages
- Gift cards

**Bookstore hours vary by semester.**

**Visit <https://www.csusb.edu/pdc/current-students/bookstore> for current hours**

## **Contact**

909-537-8123

CoyoteBooksPDC@bkstr.com

# Parking at PDC

*Parking permits are required to park at the CSUSB Palm Desert Campus.*

***Parking is enforced Monday through Sunday, 24 hours a day.***

Parking rules and regulations are designed to: provide orderly parking for faculty, staff, students and visitors, protect pedestrians, and ensure emergency access to all buildings. Violation of these regulations can result in parking citations, immobilization or towing of your vehicle. ONLY the Department of Parking Services has the authority to waive or grant exceptions to these regulations.

Parking Services will make every effort to ensure that a parking space is available to anyone who purchases a parking permit through enforcement of these regulations. Due to the limited number of parking spaces on campus, enforcement of parking regulations is important even during off-peak periods to ensure availability during peak periods. A concerted effort is made to enforce regulations as uniformly as possible.

**One-Day parking permits may be purchased at kiosks located at the CSUSB Palm Desert Campus. All other permits may be purchased online by visiting the Parking and Transportation Services website at <https://www.csusb.edu/parking>.**

## **Violations of the parking regulations include the following:**

- No current permit/decal displayed
- Overtime violation
- Unauthorized parking in a space designated disabled
- Parking in front of the construction entrance located on the north side of the lot
- Displaying an altered/stolen/lost permit/decal
- Improper parking permit display
- Blocking access to a disabled space/ramp
- Unauthorized parking in a services space
- Unauthorized parking in an undeveloped area
- Parking in a "Red Zone" or barricaded area
- Unauthorized parking in a reserved space
- Double parking/parking over line

**NOTE:** The summarized information listed above does not amend, modify or substitute CSUSB Parking Rules and Regulations. Copies of these regulations may be obtained by calling Parking Services at (909) 537-5912. You may also request a copy of the regulations by writing to California State University San Bernardino, Parking Services Department, 5500 University Parkway, San Bernardino, CA 92407.

**To purchase a parking permit and for more information about parking at PDC, visit <https://www.csusb.edu/parking>**



# Campus Map



<https://map.csusb.edu/>

# PDC Student Services

A variety of services to students, and prospective students, are provided at the CSUSB Palm Desert Campus. From Admissions to Career Services, students are able to access many of the services that are also offered on the San Bernardino campus. These services are supported by the many departments in San Bernardino and are expanding every year.

The following Student Services are outlined in the next few pages and it is not comprehensive; this is intended to give an overview and an understanding of what is offered:

- Admissions**
- Academic & Career Advising**
- Library**
- Health Center**
- Counseling & Psychological Services (CAPS)**
- Academic Assistance**
- 10 Commuter Link Service**
- Services to Students with Disabilities (SSD)**

## Admissions

California State University, San Bernardino welcomes new undergraduate first-year and transfer students to our campus for the fall semester. The application period for the fall semester is October 1 to November 30 of the year prior to the term of intended enrollment. Spring semester applications are available August 1 to August 31, for transfer students and non-impacted programs only.

CSUSB Palm Desert Campus is served primarily by two admissions counselors and recruiters who are here to answer any questions about the admissions process and provide the support needed for a successful transition to CSUSB.



Jazmin Vera  
Admissions Counselor  
909-537-8109  
jazmin.vera@csusb.edu



Alissa Rocha Admissions  
Counselor  
909-537-8147  
alissa.rocha@csusb.edu

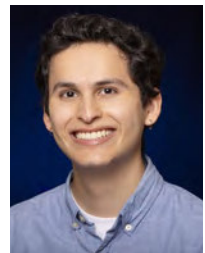
# Academic & Career Advising

## Academic Advising

CSUSB Palm Desert Campus undergraduate students have access to Academic and Faculty Advisors. Academic advising is available for education plans and monitoring graduation dates. Major-specific advising is completed by faculty from the discipline as noted on page 12.



Ruth Howell  
Undergraduate Advisor & PDC Registration  
909-537-8110  
rhowell@csusb.edu



Oscar Moreno-Castro  
Undergraduate Advisor  
909-537-8203  
oscar.morenocastro@csusb.edu



Pedro Saltipar  
Undergraduate Advisor  
909-537-8234  
pedro.saltipar@csusb.edu

<https://www.csusb.edu/pdc/current-students/advising/palm-desert-campus-advising>

## Career Advising

Career advising at PDC is overseen by a professional career counselor assigned to the campus.



Oscar Fonseca  
Career Counselor  
909-537-8243  
oscar.fonseca@csusb.edu

<https://www.csusb.edu/pdc/current-students/career-center>

## Faculty Undergraduate Advisors

### **Administration: Accounting**

Dr. David Senteney, JB-429/SBC  
909-537-5789  
[dsenteney@csusb.edu](mailto:dsenteney@csusb.edu)

### **Administration: Entrepreneurship**

Dr. Mike Stull, JB-284/SBC  
909-537-3708  
[mstull@csusb.edu](mailto:mstull@csusb.edu)

### **Administration: Hospitality Management**

Dr. Joseph Tormey, iHUB-110/PDC  
909-537-8213  
[joseph.tormey@csusb.edu](mailto:joseph.tormey@csusb.edu)

### **Administration: Management**

Dr. Cynthia Schreihans, RG-213/PDC  
909-537-8151  
[cshreih@csusb.edu](mailto:cshreih@csusb.edu)

### **Administration: Marketing**

Dr. Eric Newman, iHUB-110/PDC  
909-537-8241  
[enewman@csusb.edu](mailto:enewman@csusb.edu)

### **Administration: Supply Chain Mgmt.**

Dr. Conrad Shayo, JB-443/SBC  
909-537-5798  
[cshayo@csusb.edu](mailto:cshayo@csusb.edu)

### **Career & Technical Studies**

Dr. Viktor Wang, CE-322/SBC  
909-537-5679  
[viktor.wang@csusb.edu](mailto:viktor.wang@csusb.edu)

### **Child Development**

Dr. Lisa Looney, IW-102/PDC  
909-537-8175  
[lisa.looney@csusb.edu](mailto:lisa.looney@csusb.edu)

### **Communication**

Dr. Michael Salvador, IW-102/PDC  
909-537-8164  
[salvador@csusb.edu](mailto:salvador@csusb.edu)

### **Criminal Justice**

Dr. Christine Famega, SB-209/SBC  
909-537-5285  
[cfamega@csusb.edu](mailto:cfamega@csusb.edu)

### **History**

Dr. Michael Karp, IW-302/PDC  
909-537-8169  
[michael.karp@csusb.edu](mailto:michael.karp@csusb.edu)

### **Information Systems & Tech: Cybersecurity**

Dr. Conrad Shayo, JB-443/SBC  
909-537-5798  
[cshayo@csusb.edu](mailto:cshayo@csusb.edu)

### **Kinesiology: Exercise Science**

Dr. Sarah Dunn, HS-113/PDC  
909-537-8171  
[sarah.dunn@csusb.edu](mailto:sarah.dunn@csusb.edu)

### **Liberal Studies**

Dr. Dany Doueiri, UH-201/SBC  
909-537-5814  
[ddoueiri@csusb.edu](mailto:ddoueiri@csusb.edu)

### **Nursing**

Nancy Wolf, HS-122/PDC  
909-537-8135  
[nwolf@csusb.edu](mailto:nwolf@csusb.edu)

### **Nutrition & Food Science**

Dr. Dorothy Chen, PS-319/SBC  
909-537-5340  
[dchen@csusb.edu](mailto:dchen@csusb.edu)

### **Psychology**

Dr. Jennifer Lotto, IW-102/PDC  
909-537-8149  
[jlotto@csusb.edu](mailto:jlotto@csusb.edu)

### **Social Work**

Dr. Deirdre Lanesskog, RG-203/PDC  
909-537-7222  
[deirdre.lanesskog@csusb.edu](mailto:deirdre.lanesskog@csusb.edu)

Visit <https://csusb.edu/pdc/current-students/advising/faculty-major-advisors> for more information

# Library

## Hixon Information Resource Center

The Helene A. Hixon Information Resource Center houses PDC's library services. The electronic library resources provide student and faculty researchers with access to ideas, information, and creative works on any topic in any field or discipline. Databases include many full-text journals, newspapers, reference works and digital books, all of which may be accessed from home or campus computer.

CSUSB librarians are available to support research through reference assistance, not only pointing the way to sources, but empowering researchers by teaching basic information literacy skills that provide the framework for identifying gaps in knowledge, finding appropriate information to fill those gaps, and using it ethically. Please use the online form to request library instruction for your class:  
<https://www.csusb.edu/library/services/services-faculty/library-instruction-request>

If a member of the campus community needs specific articles or books not offered in digital form, they may be requested on-line through the CSUSB library's Interlibrary Loan Service. A courier will deliver requested books to the Palm Desert Campus, while journal articles will be converted into digital form and sent to a CSUSB email account at no charge.

Laptop computers and iPads are available for student check out.

### Location

Palm Desert Health Sciences Building

### Hours

Monday-Thursday: 8am-6pm

Friday: 8am-5pm

Saturday & Sunday: Closed



Dr. Risa Lumley  
Librarian  
909-537-8112  
[rlumley@csusb.edu](mailto:rlumley@csusb.edu)

## Health Center & Counseling and Psychological Services (CAPS)

The R.D. and Joan Dale Hubbard Student Health and Psychological Counseling Center is a state-of-the-art facility, with up-to-date technology and equipment. The physical space includes a waiting area, clerical area, exam rooms, counseling office, and lab.

All regularly enrolled students at CSUSB pay a Student Health Fee and are automatically eligible for health and counseling care.

### **Student Health Center**

The Mission of the Student Health Center is to provide compassionate, accessible and cost effective clinical and preventative health service for the student community.

#### ***Clinic Services Offered***

Physicals, illness and minor injury treatment, lab work and prescriptions, psychiatry, health education, TB tests, select vaccinations and titers, free flu shots for students, contraception, STI testing and treatment, pap smears and pelvic exams.

<https://www.csusb.edu/pdc/current-students/rd-joan-dale-hubbard-health-and-psychological-counseling-center>

### **Counseling & Psychological Services (CAPS)**

The Mission of Counseling and Psychological Services is to support the university mission of academic success and social justice through promoting the mental and well-being of the CSUSB students, the campus community, and the surrounding region. This is achieved through mental health counseling, advocacy, and outreach and consultation in a safe, supportive and culturally-informed environment.

#### ***Common Concerns and Issues Discussed***

Confusion, anxiety, or depression, mood variability, loneliness, romantic concerns, self-destructive use of alcohol or drugs, loss of relationship, balancing academic and social needs, needing help with important decisions, personal trauma such as sexual assault, illness or death of a friend or family member

<https://www.csusb.edu/caps>

#### **Location**

Palm Desert Health Sciences Building, Room 119

#### **Contact**

Medical Appointments: 909-537-8177  
Counseling Appointments: 909-537-8239

## Fitness Center

Anytime Fitness invites you to come in for a workout. Working out and using the facilities at Anytime Fitness is free of charge to currently enrolled CSUSB students through the Student Union fee.

**Faculty and Staff also have the benefit of complimentary access to the facility but must pay a refundable deposit for a key fob.**

### **Location**

36891 Cook St, Palm Desert, CA 92211

### **Contact**

760-469-4648

### **Hours**

24-hours

Please note that this may be subject to change.

For more information, visit <https://csusb.edu/recreation-wellness/recwell-palm-desert-campus>

# Academic Assistance & College Possible

## Student Success Studio

The Student Success Studio (S3) at the Palm Desert Campus is committed to assisting students in reaching their academic goals.

S3 is primarily a place for instructional support, including tutoring, workshops and study sessions. It is also a great place for students to work with their peers in other social settings, such as “virtual” workstations and small group meeting spaces. S3 is an active and lively space filled with students helping students.

Tutoring is offered in Writing, Linguistics, Child Development, Math, Nursing, Psychology, and Biology

Tutoring hours will vary.

### Location

Indian Wells Center for Educational Excellence Building, Room 203

### Contact

Marilyn Lua, Coordinator  
909-537-8201  
marilyn.lua@csusb.edu  
S3PDC@csusb.edu

Additional information and current hours for tutoring service can be found online at:  
<https://www.csusb.edu/student-success-studio>

## College Possible Catalyze

College Possible at the Palm Desert Campus helps transfer students stay successful and finish their degree off strong.

Not only does College Possible help their students through academic success, but also assists with personal development and financial management. With the one on one experience that College Possible provides, it is a wonderful way to get attention in areas you need. With the ability to communicate over text, email, phone, and in person, it makes it easy to get help from your coach. Transfer students, we understand that it can sometimes be difficult. Let us help you!

“We support transfer students from start to finish!”

### Location

Indian Wells Center for Educational Excellence Building, Room 202

### Contact

Marilyn Lua, Coordinator  
909-537-8205  
Marilyn.lua@csusb.edu

Additional information and current hours for College Possible services can be found online at:  
<https://www.csusb.edu/student-success-studio/academic-coaching/college-possible-catalyze>



# 10 Commuter Link Service

## Bus Service between PDC and the San Bernardino Campus

The 10 Commuter Link is a weekday service, Monday through Friday, that enables riders traveling to and from the Coachella Valley to travel reliably and for a low cost. The roundtrip regional route, created in partnership between CSUSB & SunLine Transit, has a westbound schedule that begins at 5:20am and an eastbound schedule that begins at 8:45am.

The program is open to all CSUSB students, faculty, and staff.  
All riders will be required to show a valid Coyote One Card.

This 92-mile route begins with two stops in the Coachella Valley at the SunLine Indio facility and the California State University, San Bernardino Palm Desert campus. Estimate travel time from the Coachella Valley to the San Bernardino Campus is 1 hour and 13 minutes.

At the Beaumont bus stop, passengers will be able access buses connecting to Cabazon, UC Riverside, Riverside University Health Center, Kaiser Hospital, VA Hospital, Loma Linda Medical Center, and numerous destinations served by Riverside Transit Agency, Beaumont Transit, and Banning Transit. The 10 Commuter Link bus stop in Beaumont also enables residents of the PASS area, San Jacinto, Hemet and Moreno Valley to travel to CSUSB and UC Riverside (Palm Desert campuses), and other employment centers in Coachella Valley.

The route continues, stopping at California State University San Bernardino main campus, and at the San Bernardino Transit Center and Metrolink station. At the San Bernardino Transit Center commuters are connected to OmniTrans and Metrolink services. This enables riders to travel from the Coachella Valley to Riverside, LA, Orange County, or beyond without ever having to drive.

For more information, visit <https://www.sunline.org/services/10-commuter-link-service>

## Emergency Information

### Emergency Information

In case of an **emergency**, please **dial 911** from your cell or the classroom phone.

For non-emergency situation, please call PDC Community & Parking Services:

From a building phone: 78131  
909-537-8131 (RG front desk, 8am-5pm)  
909-537-7777 (Dispatch, after hours)

In the event of a fire drill, evacuation maps are located by the door(s) of the classroom.

**Section II:**  
**Faculty Information**

# Faculty Administrative Manual (FAM)

## CSUSB Faculty Administrative Manual (FAM)

Please reference link below to FAM containing faculty policies and procedures, such as, Professional Ethics and Responsibilities, Course Syllabus Policy and Guidelines, Policy and Procedures Concerning Academic Dishonesty Policy, Policy on Office Hours, Curriculum Guidelines, and more.

<https://www.csusb.edu/faculty-senate/fam>

# Payroll, Contracts and Key PDC Contacts

## Payroll & Contracts

### Payroll

For questions related to payroll, please contact the University Payroll Office or your department ASC.

### Contracts

Faculty contracts are not handled or processed at the CSUSB Palm Desert Campus. As each academic department processes their own contracts, please contact your respective academic department for questions related to faculty contracts.

## Key PDC Contacts

| Department/Title   | Name             | Phone        | Email  |
|--|------------------|--------------|--|
| Associate Vice President, Palm Desert Campus                       | Edna Martinez    | 909-537-8101 | <a href="mailto:emartinez@csusb.edu">emartinez@csusb.edu</a>               |
| Provost & Vice President for Academic Affairs                      | Rafik Mohamed    | 909-537-5024 | <a href="mailto:rafik.mohamed@csusb.edu">rafik.mohamed@csusb.edu</a>       |
| Interim Associate Vice President for Faculty Affairs & Development | Kevin Grisham    | 909-537-5029 | <a href="mailto:kgrisham@csusb.edu">kgrisham@csusb.edu</a>                 |
| Interim Vice Provost, Academic Affairs                             | Kelly Campbell   | 909-537-3059 | <a href="mailto:kelly@csusb.edu">kelly@csusb.edu</a>                       |
| PDC Scheduling Coordinator   | Michael Karp     | 909-537-8169 | <a href="mailto:Michael.karp@csusb.edu">Michael.karp@csusb.edu</a>         |
| Academic Scheduling & Faculty Support Coordinator                  | Johanna Martinez | 909-537-8251 | <a href="mailto:Johanna.martinez@csusb.edu">Johanna.martinez@csusb.edu</a> |
| Interim Assistant Dean of Student Engagement                       | Avi Rodriguez    | 909-537-8253 | <a href="mailto:arodriqu@csusb.edu">arodriqu@csusb.edu</a>                 |
| Associate Director of Technology Services & Campus Operations      | Rob Garcia       | 909-537-5449 | <a href="mailto:rgarcia@csusb.edu">rgarcia@csusb.edu</a>                   |
| Technology Support Center  | PDC (RG-103)     | 909-537-7677 | <a href="mailto:support@csusb.edu">support@csusb.edu</a>                   |

# Class Absences/Cancellations

## Class Absences and/or Cancellations

Sometimes, it may be necessary to cancel a class session due to illness, a delay due to traffic, or as a result of an emergency. In those instances, please follow the below procedure so that your class may be alerted as soon as possible.

- If possible, email your student roster through Canvas or your CSUSB email about the class cancellation.
- Call the PDC Academic Affairs Office at 909-537-8251 or, after 5:00pm, call the PDC Community & Parking Desk at 909-537-8131. A note will be placed on the door of your classroom to alert your students.
- When able, email your academic department's administrative support of your absence and that the class session needed to be canceled..

# Faculty Workspaces & Mailboxes/Copy Codes

## Faculty Workspaces

There are two workspaces where faculty may have access to computers, campus phones, a copy machine, and which also allow faculty the opportunity to meet with students outside the classroom.

Office assignments depend of space availability.

If you need a private space to consult with students, please contact Johanna Martinez at [johanna.martinez.edu](mailto:johanna.martinez.edu) or 909-537-8251.

Mary Stuart Rogers Gateway Building  
Room 213, Door Code: [REDACTED]

Indians Wells Center for Educational Excellence  
Room 304, Door Code: Request via EMS  
Room 305, Door Code: Request via EMS

## Mailboxes & Copy Codes

All faculty (excluding Nursing) will be assigned a mailbox in room RG-213. Mailboxes should be checked on a weekly basis. Copy codes for RG 213 should be requested by emailing [manuel.moreno@csusb.edu](mailto:manuel.moreno@csusb.edu).

Nursing faculty will be assigned mailboxes and copy codes by the PDC Nursing Department.

***Academic department should be contacted for mass copy orders, such as syllabi, exams, etc. Faculty should plan accordingly and take into consideration courier times between campuses.***

# Syllabi & Course Information

The University Syllabus Policy, Academic Dishonesty, and University Final Schedule are included in Section III of this Guide.

Please email a copy of your syllabus/i to your academic department and to the PDC Academic Scheduling Office, Johanna Martinez, at [johanna.martinez@csusb.edu](mailto:johanna.martinez@csusb.edu). These should be sent and received no later than the 2nd class meeting of the term.

Office Hours need to be clearly stated on the syllabus cover page, as well as faculty contact information, such as phone and email.

## SSD Language

Language regarding SSD services **must be** included in every syllabus. Below is PDC-specific verbiage that may be used.

### Support for Students with Disabilities

If you are in need of an accommodation for a disability in order to participate in this class, please contact Rosie Garza in Services to Students with Disabilities at the Palm Desert Campus in RG-203, 760-341-2883 extension 78117, or at the San Bernardino Campus in UH-183, 909-537-5238, [ssd@csusb.edu](mailto:ssd@csusb.edu).

## SOTEs

SOTEs are Student Opinions of Teacher Effectiveness and are evaluations completed by students in the latter half of the academic term.

SOTEs are designed for two purposes: (1) to give individual faculty information about the effectiveness of their instruction so that they can continue to improve their teaching and (2) to give information to evaluators about faculty performance in the area of teaching.

All classes taught by a faculty member will be evaluated -- with the exception of classes with less than 5 students, team-taught courses and other courses such as field experiences, thesis, independent projects, etc. See FAM 652.4 pages 9-10.

Students will be contacted via email. A link will be provided to a web-based form that each student can complete only once during a specified time period. Note that the return rate for SOTEs online is exceptionally low so you might want to alert students to the forthcoming email and encourage them to complete the form. Make sure to keep the language referring to the SOTE form neutral, however, and remind students that their feedback will be anonymous.

More information regarding SOTEs may be found online: <https://www.csusb.edu/trc/resources/sotes>.

## Grades

Below are grades that are used by CSUSB. For more grade options, further information, and explanation, please contact the Registrar's Office, 909-537-5200.

| <b>Grade</b> | <b>Definition</b>              | <b>Grade Point</b>           |
|--------------|--------------------------------|------------------------------|
| <b>A</b>     | <b>Excellent</b>               | <b>4.0</b>                   |
| <b>A-</b>    |                                | <b>3.7</b>                   |
| <b>B+</b>    |                                | <b>3.3</b>                   |
| <b>B</b>     | <b>Good</b>                    | <b>3.0</b>                   |
| <b>B-</b>    |                                | <b>2.7</b>                   |
| <b>C+</b>    |                                | <b>2.3</b>                   |
| <b>C</b>     | <b>Satisfactory</b>            | <b>2.0</b>                   |
| <b>C-</b>    |                                | <b>1.7</b>                   |
| <b>D+</b>    |                                | <b>1.3</b>                   |
| <b>D</b>     | <b>Passing</b>                 | <b>1.0</b>                   |
| <b>D-</b>    |                                | <b>.7</b>                    |
| <b>F</b>     | <b>Failing</b>                 | <b>0</b>                     |
| <b>W</b>     | <b>Withdrawal</b>              | <b>Not Calculated in GPA</b> |
| <b>WU</b>    | <b>Withdrawal Unauthorized</b> | <b>0</b>                     |
| <b>I</b>     | <b>Incomplete</b>              | <b>Not Calculated in GPA</b> |
| <b>CR</b>    | <b>Credit</b>                  | <b>Not Calculated in GPA</b> |
| <b>NC</b>    | <b>No Credit</b>               | <b>Not Calculated in GPA</b> |

# Cross Enrollment

CSUSB Palm Desert Campus offers a Cross Enrollment program for students attending College of the Desert, Copper Mountain College and Mt. San Jacinto College. It is not available at the San Bernardino Campus.

This is for UPPER DIVISION COURSES ONLY.

If a community college student meets specific requirements (GPA, number of completed units, etc.) they may take one class with us through Cross Enrollment. It is a good introduction to the quarter system and usually leads to a future application to PDC. The majority of Cross Enrollment students try to take one of the capstones, but sometimes try for classes in their major. They must meet all prerequisites. Enrollment is on the first day of class and is determined on instructor approval and space availability.

On the first day of class instructors will be able to add a typical CSUSB student to their roster with an Add Slip. In addition, they may also have a few Cross Enrollment students requesting your signature. The decision, for both categories, is completely up to each individual instructor.

## **Contact**

Ruth Howell

Undergraduate Advisor & PDC Registration

909-537-8110

[rhowell@csusb.edu](mailto:rhowell@csusb.edu)

For more information, visit <https://www.csusb.edu/pdc/prospective-students/cross-enrollment>



# Proctoring

At the CSUSB Palm Desert Campus, exam proctoring is available to assist instructors, at their discretion, when a student misses an exam or when, in the absence of the instructor, a full class may need to be administered an exam. This is coordinated through the PDC Academic Scheduling Office.

Proctoring Request Forms are included in Section III of this Guide.

## **Student & Class Proctoring Procedure**

- Exams are proctored by appointment ONLY during regular office hours.
- Instructor contacts the PDC Academic Scheduling Office at [PDCproctoring@csusb.edu](mailto:PDCproctoring@csusb.edu) to inquire about availability.
- For student proctoring, instructor confirms time with student.
- Instructor fills out Student or Class Proctoring Request form, specifying the time of the exam, items student must provide, items which are allowed, and any special instructions.
- Instructor is responsible for getting the Proctoring Request form and exam to the PDC Academic Scheduling Office at least four (4) days prior to the scheduled exam time.
- For student proctoring, student must present a photo ID at the time of exam.
- After the proctoring is complete, the exam will be returned to the instructor's PDC mailbox in RG 213, unless otherwise instructed.

## Important Dates & Holidays 2023-2024

The academic year at CSUSB is divided into two semesters, Fall and Spring, with a Winter Intersession and Summer Session.

Additional details can be found online and by contacting the Registrar's Office at 909-537-5200.

### **Important Dates for Fall 2023**

|           |  |
|-----------|--|
| Aug 17    | 2023-2024 Academic Year Begins         |
| Aug 19    | First day of Saturday Fall classes     |
| Aug 24    | First day of weekday Fall classes      |
| Sept 4    | Campus Closed for Labor Day Holiday    |
| Sept 21   | Census- Fall Semester                  |
| Oct 23    | Winter & Spring Advising begins        |
| Nov 10    | Campus Closed for Veterans Day Holiday |
| Nov 23-25 | Thanksgiving recess. Campus closed.    |
| Dec 8     | Last day of weekday Fall classes       |
| Dec 9     | Last day of Saturday Fall classes      |
| Dec 11-16 | Final Exams                            |
| Dec 16    | Commencement at San Bernardino Campus  |
| Dec 21    | Fall 2023 grades due. Term ends.       |
| Jan 3     | Fall 2023 grades available             |

### **Important Dates for Winter 2023 Intersession**

|              |                                 |
|--------------|---------------------------------|
| Dec 22       | Winter classes begin            |
| Dec 27       | Census- Winter Intersession     |
| Dec 25-Jan 1 | Campus Closed for Holiday Break |
| Jan 15       | Campus Closed for MLK Holiday   |
| Jan 16       | Last Day of Winter classes      |
| Jan 17       | Final Exams                     |
| Jan 18       | Winter 2023 grades due          |
| Jan 23       | Winter 2023 grades available    |

### **Important Dates for Spring 2024**

|           |  |
|-----------|--|
| Jan 20    | First day of Saturday Spring classes         |
| Jan 22    | First day of weekday Spring classes          |
| Feb 16    | Census- Spring Semester                      |
| Feb 19    | No Classes but Campus Open (President's Day) |
| April 1   | Campus Closed for César Chavez Holiday       |
| April 2-6 | Spring Break                                 |
| May 4     | Last day of Saturday Spring classes          |
| May 10    | Last day of weekday Spring classes           |
| May 11-17 | Final Exams                                  |
| May 18    | Commencement at San Bernardino Campus        |
| May 23    | Spring 2024 grades due. Term ends.           |
| May 30    | Spring 2024 grades available                 |
|           |  |

# PDC Service Opportunities & Campus Engagement

## A Message from the PDC Interim Assistant Dean of Student Engagement

Hello PDC faculty and welcome to the PDC Pack!

I look forward to working with you.

My name is Avi Rodriguez, I have been at PDC for more than 13 years, supporting our students academically as an advisor and now as a part of the engagement office, serving our students and you, as well.

Part of our mission is to give back to the community as well as be active participants of the PDC Pack. As faculty, we look to you for encouragement and support. Many of our students (82%) are first-generation and need guidance from you on how to “do college.” Since students see you more often than the staff on campus it is important for you to encourage them to be active outside of the classroom.

Please attend and encourage your students to attend campus events. Umbach & Wawrzynski (2005) found that, “seniors and first-year students [were] more engaged on campuses where faculty placed a high level of importance on participation in enriching educational experiences” (pg.168). I will do my best to send out reminders of big events on campus and those that are done virtually. If you are on social media, please follow us on Instagram @CSUSBPDC.

I look forward to working with you this academic year (and beyond) please don't hesitate to reach out and contact me.



Avi Rodriguez, Ed.D.  
PDC Interim Assistant Dean of Student Engagement  
909-537-8253  
[arodrigu@csusb.edu](mailto:arodrigu@csusb.edu)

Umbach, P. D., & Wawrzynski, M. R. (2005). Faculty do matter: The role of college faculty in student learning and engagement. *Research in Higher Education*, 46(2), 153-184.

# PDC Faculty Committees

In Fall 2020, after feedback received at the annual PDC faculty meeting, three faculty led committees were created through the collaboration of the Associate Dean's Office and various faculty members. These committees were established to assist in supporting and developing the faculty who are assigned to the Palm Desert Campus along with the campus community. These committees were approved by the Faculty Senate and began meeting at the end of Fall 2020 Semester. These committees and their descriptions are listed below along with a link to the Faculty Senate Committee Book which keeps current the organizational structure of the committee and all members and terms.

## **Teaching**

The PDC Teaching Committee will collaborate with faculty to create a community centered around effective teaching. The committee will foster interdepartmental relationships among faculty and staff. The committee will promote excellence in teaching through high impact practices and innovative teaching strategies. The committee will advocate for inclusion and equity in all teaching activities at PDC. The committee will act as a liaison between faculty and the administration on issues related to teaching and assessment at PDC.

## **Student Engagement**

The PDC Student Engagement Committee will collaborate with the PDC Student Engagement Coordinator to connect faculty and students through various events and campus activities. The committee will advocate for participation in student engagement activities and events from CSUSB faculty and the Palm Desert Campus community. The committee will be responsible for gathering feedback from faculty and students on the effectiveness of campus engagement activities and programs. The committee will act as a liaison between faculty and the administration on issues related to student engagement.

## **Scholarly Research & Creative Activities**

The goal of this committee is to foster scholarly research and creative activities for faculty and students at the Palm Desert Campus (PDC). The committee will serve as a liaison between PDC faculty and CSUSB administration in matters related to research and creative activities, including but not limited to: seeking PDC faculty, staff, and student input concerning support and needs for scholarly research and creative activities; identifying potential sources and advocating for funds and other resources for scholarly research and creative activities; identifying and facilitating community partnerships for scholarly research and creative activities; and advocating for participation in and or the development of more events to promote and present research and creative activities at PDC.

All PDC Faculty Committee information can be found on the CSUSB Faculty Senate Committee Book google site, using the link below. PDC Faculty Committees are mentioned on pages 90-95 of the Committee Book.

<https://docs.google.com/document/d/1DliXgvBJYoK4d2OAI8DdpWAttrXDCxIIH/edit#heading=h.3sv78d1>

# Information Technology at PDC & The Classroom Workstation

Technology Support Centre at PDC (RG-103)  
“One-stop-shop for all your technology needs.”

(909) 537-7677 or [Support@csusb.edu](mailto:Support@csusb.edu)

**The PDC Technology Support Team**

**John Harrell**  
IT Consultant / TSC  
Lead  
909-537-8113  
[jharrell@csusb.edu](mailto:jharrell@csusb.edu)

**Earl Wilson**  
Network Analyst  
Telecommunications  
909-537-8119  
[ewilson@csusb.edu](mailto:ewilson@csusb.edu)

**Gilbert Trevino**  
IT Consultant  
Classroom / AV  
909-537-8133  
[gtrevino@csusb.edu](mailto:gtrevino@csusb.edu)

**Cary Tyler**  
IT Consultant  
Theater / Events / AV  
909-537-8244  
[ctyler@csusb.edu](mailto:ctyler@csusb.edu)

Jose Navarro  
Student Assistant

Karina Y. Macadangdang  
Student Assistant

Jared Abrego-Elizalde  
Student Assistant

**Scan the QR codes to access online resources.**

**Technology Support Center**  
Palm Desert Campus



**EDUROAM WiFi**



**(NGSC) Start Guide**

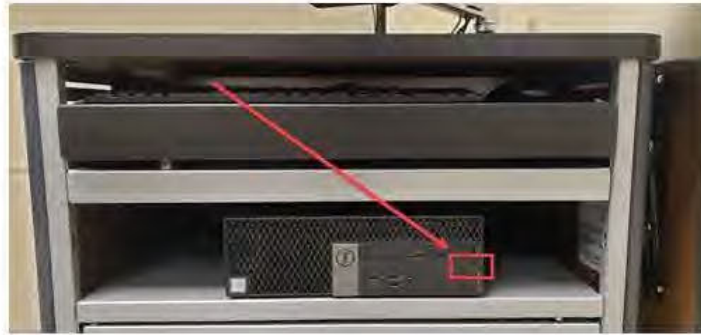


Feel free to contact me for any questions regarding technology support or campus operations.

**Robert Garcia**  
Director of Technology Services & Campus Operations, PDC  
909-537-5449  
[robert.garcia@csusb.edu](mailto:robert.garcia@csusb.edu)

# Next Generation Smart Classroom (NGSC) Start Guide

1. Always begin by turning on the computer at the podium via selecting the power button. An indicator light indicates when the computer is powered on.



2. Control panels are located at the top left corner of each podium. When not in use, they can be folded flat. Lifting upward reveals the screen, device peripherals and power outlets.



3. Selecting anywhere on the screen will bring up the main menu and turn on the projector.



4. The top buttons select what source is to be output from the projector.
  - a. PC (Default) – Selects the computer in the classroom.

b. HDMI – For use when a personal device (Laptop, iPad, Tablet, etc.) are connected via the HDMI cable.

c. Air Server – For use with devices that can screen cast to other devices (Smartphones, Macbooks, iPads, Tablets, etc).



5. Under the Projector section, there is a video mute button. Selecting this button turns the lamp of the projector off and will cease projection.

a. Button is Red: Projector lamp is on.

b. Button is Yellow: Projector lamp is off.



6. The Camera Presets section allows for selection of the various camera views of the camera that is facing the lecturer and the front of the room.

1. Podium – Directs the camera at a speaker standing behind the podium.
2. Wide – Provides a view of the entire front of the room, including the podium and all applicable whiteboards.
3. Left Board – Zooms the camera onto the left whiteboard of the room (where applicable).
4. Right Board – Zooms the camera onto the left whiteboard of the room (where applicable).

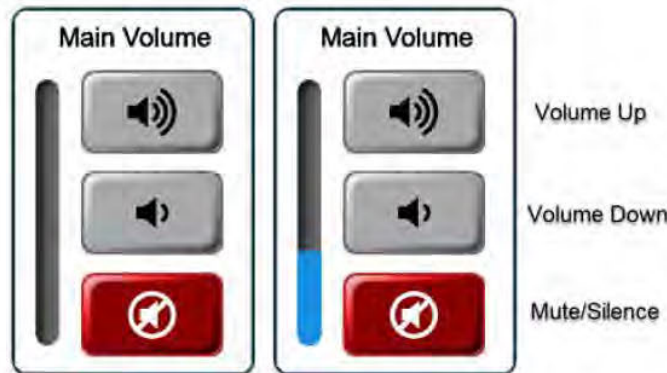




### Camera Presets



7. The main volume section allows for volume adjustment of the classroom mounted speakers. Total speaker volume is represented via the blue bar.



8. Each classroom has a ceiling mounted microphone for use with audio recording. Microphones are located near the front of the classroom and have an LED ring around the device that indicates when the microphone is active and when the microphone is muted.

- a. Green – Indicates that the microphone is currently active.
- b. Red – Indicates that the microphone is currently muted.

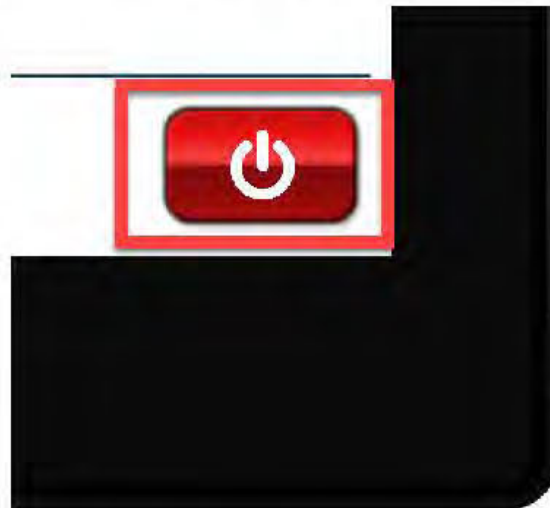


Mute features are controlled via the program that is being used for audio recording, such as Zoom.

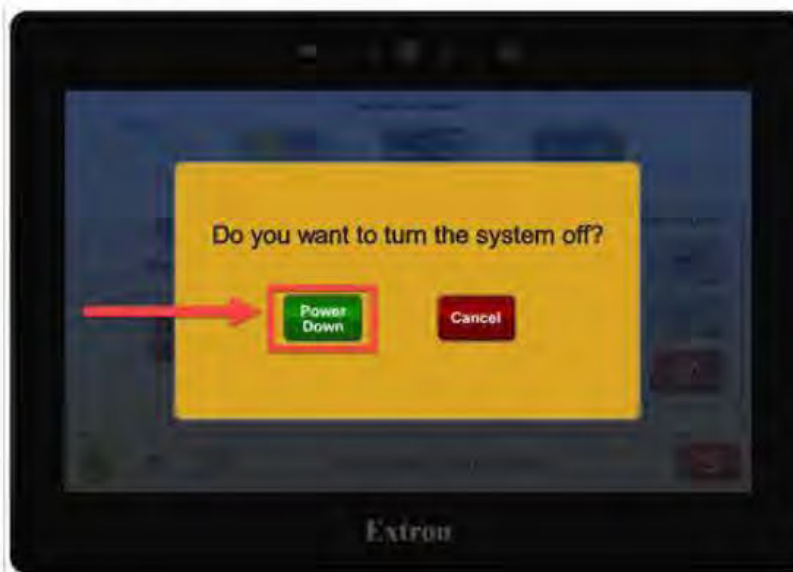
Selecting the Mute button in Zoom will turn the LED on the microphone Red and show the appropriate logo within Zoom.



9. Once your session has concluded, power down the projector, speakers and microphone via selecting the red power button at the bottom right of the control panel.



10. A prompt will appear, select Power Down.



**Section III:**  
**Supplemental Materials**

## STUDENT PROCTORING REQUEST

*To be filled out by the instructor and provided to the PDC Academic Scheduling Office  
([PDCproctoring@csusb.edu](mailto:PDCproctoring@csusb.edu)) with the exam, at least four (4) days before the date of the proctored exam.*

**PLEASE PRINT ALL INFORMATION**

Student: \_\_\_\_\_ Student I.D. #: \_\_\_\_\_

Instructor: \_\_\_\_\_ Phone: \_\_\_\_\_

Semester:  Fall  Winter  Spring  Summer 20 Course: \_\_\_\_\_

Time limit: \_\_\_\_\_ hours + \_\_\_\_\_ minutes Date by which test must be taken: \_\_\_\_\_

Date/Time by which the exam should be returned to instructor: \_\_\_\_\_

*Please note that the exam will be returned to you through your campus mailbox in RG 213,  
unless otherwise noted in the special instructions below.*

**Supplies needed by students for testing** (please check all that apply):

- Scantron (please select type needed)
- 882E (green)       F-288 (red)       3042 (blue)
- Blue Book     Other (please specify): \_\_\_\_\_

**Items students are allowed to use during testing** (please check all that apply):

- Nothing     Notes     Scratch Paper     Book
- Calculator     Other (please specify): \_\_\_\_\_

**Any special instructions? Please note below.**

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---

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

(To be signed at the time of exam completion.)

Exam was proctored by: \_\_\_\_\_

Proctor Signature: \_\_\_\_\_

|                                |
|--------------------------------|
| <b>Proctor Use Only</b>        |
| Exam Date: _____               |
| Time Began: _____              |
| Time Ended: _____              |
| Date & Time Returned:<br>_____ |

|   |
|---|
| <b>Office Use Only</b>  |
| Date Request Received: _____ Date Exams/Materials Received: _____ |

### CLASS PROCTORING REQUEST

*To be filled out by the instructor and provided to the PDC Academic Scheduling Office  
([PDCproctoring@csusb.edu](mailto:PDCproctoring@csusb.edu)) at least four (4) days before the date of the proctored exam.*

*Please also provide enough copies of the exam to be distributed to the students enrolled in the course to the Office of the Associate Dean at least two (2) days before the date of the proctored exam.*

**PLEASE PRINT ALL INFORMATION**

Semester:  Fall  Winter  Spring  Summer 20

Course: \_\_\_\_\_ Exam Date & Time: \_\_\_\_\_

Exam Time limit: \_\_\_\_\_ hours + \_\_\_\_\_ minutes

Is this class Distance Learning?  Yes  No

Do you need in-person monitoring for the entire, or any part of, the exam session?  Yes  No  
*If YES, please explain what part of the exam session in the special instructions below.*

Do you only need exam distribution and collection?  Yes  No

Instructor: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date/Time by which the exam should be returned to instructor: \_\_\_\_\_

*Please note that the exam will be returned to you through your campus mailbox in RG 213 if the course is non-DL and through the campus courier if the course is DL, unless otherwise noted in the special instructions below.*

**Supplies needed by students for testing** (please check all that apply):

- Scantron (please select type needed)
  - 882E (green)  F-288 (red)  3042 (blue)
- Blue Book  Other (please specify): \_\_\_\_\_

**Items students are allowed to use during testing** (please check all that apply):

- Nothing  Notes  Scratch Paper  Book
- Calculator  Other (please specify): \_\_\_\_\_

**Any special instructions? Please note below.**

\_\_\_\_\_  
\_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Exam was proctored by: \_\_\_\_\_

Proctor Signature: \_\_\_\_\_

**Proctor Use Only**

Exam Date: \_\_\_\_\_

Time Began: \_\_\_\_\_

Time Ended: \_\_\_\_\_

Date & Time Returned: \_\_\_\_\_

**Office Use Only**

Date Request Received: \_\_\_\_\_ Date Exams/Materials Received: \_\_\_\_\_