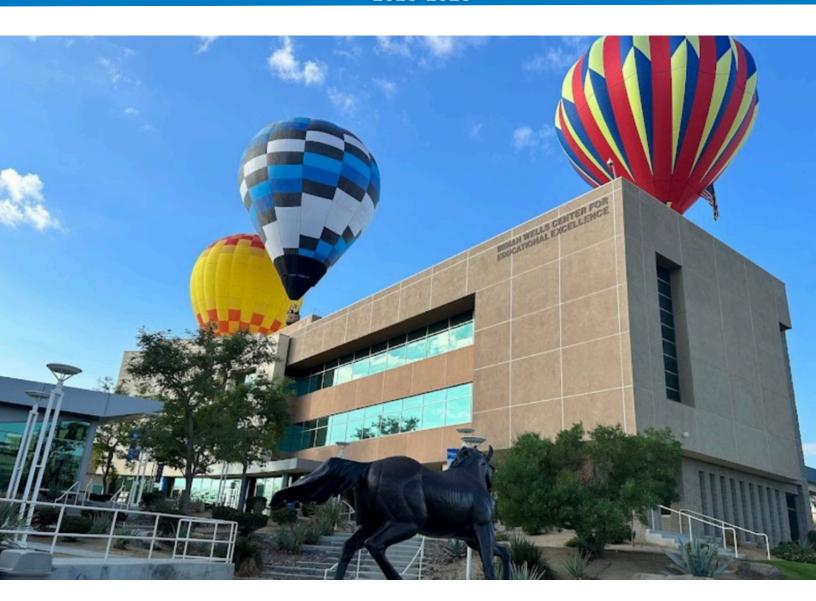


FACULTY RESOURCE GUIDE

2025-2026



Note: All information contained herein is current, as of August 2025, 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.

RG - MARY STUART ROGERS GATE WAY BUILDING

Administrative Offices
Associated Students Incorporated (ASI)
Coyote Bookstore
Rancho Mirage Student Center (RMSC)

Richard and Janice Oliphant Auditorium
Technology Support Center

TWC-INDIAN WELLS CENTER FOR EDUCATIONAL EXCELLENCE

PAWS Radio And Multimedia Learning Lab Priscilla and Charles Porter History-Social Science Resource Room Student Services

Student Success Studio

HS - PALM DESERT HEALTH SCIENCES BUILDING

Heiene A. Hixon Information Resource Center (LIBRARY) R.D. and Joan Dale Hubbard Student Health and Psychological Courseling Center The DEN Food Pantry Veterans Success Center







Welcome Message



Dear New and Returning PDC Faculty,

Welcome to the 25-26 academic year! I hope you are recharged and ready for another rewarding year at our beautiful Palm Desert Campus.

Campus was anything but quiet this summer! We were bustling with new and transfer student orientations-special thanks to those of you who participated--as well as several new initiatives that we're excited to continue growing. Congratulations to Dr. Thomas Chapman on a successful inaugural CyberPatriot Cyber Camp, held in partnership with the Air & Space Forces Association of Palm Springs. And much appreciation to Summer Steele, Executive Director of Pre-College Programs, for her continued efforts to expand dual opportunities in the Coachella Valley through programs such as Coyote Prime.

Construction is moving full steam ahead. We're currently

two weeks ahead of schedule of the Student Success Center. The installation of the CraveBot, a smart food vending machine, in the Health Sciences Building is complete, and the renovation of the RG-215 computer lab, now called *The Cave at PDC*, is underway. Thanks to a VETI Grant, support from the President's Office, and Strategic Plan Funds, this upgraded space will offer students enhanced technological resources and collaborative workspaces. Be sure to stop by later this semester to check it out.

Perhaps most exciting is that we are welcoming our largest freshman class yet! Thank you for your commitment to their success and well-being. As our incredibly resilient and determined students face fear and a hostile political climate that vilifies their existence, let's continue to foster the most caring and safe



environment possible. For Immigration Enforcement Guidance and Resources, please visit Resources, Guides and FAQs.

For CSUSB-specific guidance, visit Immigration Statement.

We will be sure to share any additional resources and training as they become available.

In our commitment to continued faculty support, we are fortunate to have Dr. Sarah Dunn continuing as the PDC Faculty Fellow. She will maintain her collaboration with the Faculty Center for Excellence to expand faculty development opportunities at PDC, including the continuation of the PDC Faculty Professional Development Series launched last academic year. Stay tuned for more details! Also, Dr. Kevin Grisham will advise the inaugural Gerald R. Ford Presidential Foundation Fellows Program and lead the 2025 CSUSB Model UN-Canada Delegation, which, for the first time, will include a PDC team. Thank you to Kevin and to each of you who work tirelessly to elevate our students' academic experiences and opportunities.

As you continue to shape the future of our students, we hope this guide proves useful as you navigate your time at PDC. Additional resources can also be found on our website: <u>Helpful Resources for Faculty & Staff</u>.

If you have any questions, please do not hesitate to reach out. Thank you for being an essential part of our vibrant PDC community!

I look forward to working with you and wish everyone a successful academic year.

Edna Martinez, Ph.D.



A MESSAGE FROM...



Avi Rodriguez, EdD Executive Director of Student Engagement & Completion Hello, PDC faculty and welcome to the Pack!

I am really glad you are here and I am looking forward to working with you. I'm Avi Rodriguez. I have been at PDC since 2010, first as an admissions counselor and now with the Office of Student Engagement, where I support our students and you as faculty.

One of our goals is to build a strong sense of community on campus. As faculty, you play a huge part in that. Many of our students are first-generation and aren't always sure how to navigate college. They look to you for guidance--not just in the classroom but in learning how to be part of a campus community.

When you show up to campus events and encourage students to do the same, it makes a real

difference. The 2023 National Survey of Student Engagement found that students are more engaged and more likely to succeed when faculty support involvement in activities outside the classroom. Your influence matters.

I will send out reminders for key events, and if you are on Instagram, follow us at @CSUSBPDC. Let me know how I can support you this year and beyond. I am always happy to connect. Take Care!

-Avi



A MESSAGE FROM...



Welcome PDC Faculty Colleagues,

This is always an exciting time of year in higher education, to welcome our students either to campus for the first time or as returning Coyotes. It is a chance to make a positive impact on their educational journey and help truly shape their future.

At CSUSB PDC, we aim to be "a dynamic, student-centered learning community that fosters transformational opportunities and contributes to the intellectual, environmental, economic, and cultural richness of the Coachella Valley." As a PDC faculty member, I appreciate that we emphasize collaboration and are dedicated to "defining the future" for our students and community and I am excited about what we offer in our region.

If I haven't met you yet, I am a Professor in Kinesiology, who joined the PDC faculty in 2020, after 10 years at the University of La Verne. I love being engaged and involved

at the PDC across all programs and am typically hanging out in the Health Sciences Building. I look forward to what the year will bring and hope to see you on campus at one of the many exciting events or activities.

Please know, as your PDC Faculty Fellow, I am here to support faculty concerns, and hope to offer guidance and support related to Faculty Affairs and Development processes and policies for faculty development, retention, and success. I hope to improve faculty development opportunities at the Palm Desert Campus while offering ongoing assistance with assessment, leadership and strategic planning initiatives specific to the PDC. I have office hours set aside to meet with Faculty and hope to maintain a culture of transparency, engagement and professional development amongst my colleagues. Please don't hesitate to stop by my office (HS-113) or reach out via email (sarah.dunn@csusb.edu) or phone (x78171) so we can connect. I look forward to having you join me on campus for another successful academic year at CSUSB PDC.



Parking & Transportation

- Parking Information
- Escort Services
- Motorist Assistance
- Bus Services
- Lost & Found

Location: RG Lobby

Hours: M-Th: 6:30 a.m. - 10 p.m.

F: 6:30 a.m. - 9 p.m.

Email: parking@csusb.edu

Phone: 760-341-2883

Web: PDC Parking



COYOTE BOOKSTORE

- Textbooks (new, used, rental)
- Digital Textbooks via Kortext
- CSUSB Branded Merchandise
- School Supplies
- Computer Software
- Snacks & Beverages

Location: RG-113

Hours: M-Th: 9 a.m. - 4 p.m.

F: 9 a.m. - 1:30 p.m.

Email: pdcinfo@csusb.edu

Phone: 760-341-2883 **Web:** PDC Bookstore





TECHNOLOGY SUPPORT

- DUO (Multi-Factor Authentication)
- Wireless Network: Eduroam
- Coyote OneCard (ID card)
- Faculty & Staff Technology Resources
- Student Technology Resources

Location: RG-103

Hours: M-F: 8:30 a.m. - 5 p.m. Email: support@csusb.edu

Phone: 760-341-2883 Web: PDC Tech Support

TSC @PDC



NEXT GENERATION SMART **CLASSROOM** START GUIDE





RECREATION & WELLNESS

EoS Fitness invites you to come in for a workout!

PDC Faculty, staff, and students have the benefit of accessing these facilities across the Coachella Valley.

Three locations to achieve your fitness goals! All locations are 24-hours/7-days per week.

Location: 77900 Country Club Drive, Palm Desert

Phone: 760-360-0565

Location: 4070 Airport Center Drive, Palm Springs

Phone: 760-322-2003

Location: 79955 Highway 111, Indio

Phone: 760-536-5900

To register and for more information, stop by the Rancho Mirage Student Center, RG-111

Web: PDC RecWell





HIXON INFORMATION RESOURCE CENTER

Helene A. Hixon Information Resource Center houses library services for PDC.

- Access to electronic library resources: journals, newspapers,
 eBooks, and more available on and off campus.
- **Librarian support** via chat, appointments, and instruction (synchronous & asynchronous).
- **Library Instruction & Ambassador Programs** available for faculty; request via online forms.
- **Interlibrary Loan**: request physical items; books delivered to PDC, articles emailed free of charge.
- Device checkout: laptops and iPads available for student use.



Health Sciences Bldg. 103 PDClibrary@csusb.edu 909-537-8112

Web: PDC Library



STUDENT SUCCESS STUDIO (S3)

- Tutoring & Mentoring
- Writing Support
- Peer Advising
- Events & Workshops
- Group Study & Independent Studying
- Free Printing (5 pages daily)

Location: IW-203

Hours: M-F: 8 a.m. - 5 p.m.

Email: marilyn.lua@csusb.edu

Phone: 909-537-8201

Web: PDC S3



Career Center

- Resume & Cover Letter Assistance
- Career Planning & Job Search Strategies
- Internships & Experiential Learning
- Interview Preparation
- Career Assessments
- Cody's Closet Clothing Resource (for students to access professional attire appropriate for career fairs, interviews, networking, etc.)



Location: IW-102

Hours: M-F: 8 a.m. - 5 p.m.

Email: oscar.fonseca@csusb.edu

Phone: 909-537-8243 **Web:** PDC Career Center



<u>ACADEMIC ADVISING</u>

- Review Academic Requirements
- Course Planning
- University Policies & Procedures
- Academic Tools

Location: IW-102

Hours: M-F: 8 a.m. - 5 p.m.

Email: pdcadvising@csusb.edu

Phone: 760-341-2883 **Web:** PDC Advising



OUTREACH & STUDENT RECRUITMENT

- Undergraduate Admissions Process
- Transcripts
- Cal State Apply Assistance
- Choose CSUSB Day at PDC

Location: IW-102

Hours: M-F: 8 a.m. - 5 p.m.

Email: alissa.rocha@csusb.edu

jazmin.vera@csusb.edu

Phone: 909-537-5188

Web: PDC Outreach





HUBBARD STUDENT HEALTH & PSYCHOLOGICAL COUNSELING CENTER

STUDENT HEALTH CENTER

- Primary Care
- Immunizations
- Reproductive Care
- Health Education

COUNSELING AND PSYCHOLOGICAL CENTER

- Individual Counseling
- Group Counseling
- Couples Counseling
- Workshops

Location: HS-119

Hours: M-F: 8 a.m. - 5 p.m. **Email:** pdcinfo@csusb.edu

Phone: 909-537-8177

Web: PDC Health







faculty administrative manual (fam)

Please reference QR code 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.



The **Faculty Center for Excellence** brings together development opportunities from across CSUSB, including those from our Teaching Resource Center (TRC@FCE), Instructional Design and Academic Technologies (IDAT@FCE), Faculty Mentoring Program (FMP@FCE), and Extended Reality for Learning (xREAL) Lab units, as well as those from the Office of Academic Research, Office of Community Engagement, the Center for International Studies and Programs, and Writing Extensive Program:





PALM DESERT CAMPUS CONTACTS

PDC Associate VP & Administrator-in-Charge, Edna Martinez 909-537-8101, emartinez@csusb.edu

Executive Director of Student Engagement & Completion, Avi Rodriguez 909-537-8253, arodrigu@csusb.edu

Director of Campus Operations, Grace Borbe 909-537-8159, grace.borbe@csusb.edu

FAD PDC Faculty Fellow, Sarah Dunn 909-537-8171, sarah.dunn@csusb.edu

Office of Community Engagement Faculty Associate, Michael Karp 909-537-8169, michael.karp@csusb.edu

Academic Scheduler & Faculty Support, Johanna Martinez 909-537-8251, johanna.martinez@csusb.edu

Faculty Support Coordinator, Glenn Castillo 909-537-8250, glenn.castillo@cusub.edu

Lead IT Consultant - Technology Support Center, John Harrell 909-537-8113, john.harrell@csusb.edu

ACADEMIC AFFAIRS CONTACTS

Provost & Vice President for Academic Affairs, Rafik Mohamed 909-537-5024, rafik.mohamed@csusb.edu

Vice Provost for Academic Affairs, Kelly Campbell 909-537-3094, kelly@csusb.edu

Associate Provost for Faculty Affairs & Development, Ted Young 909-537-4616, theodore.young@csusb.edu

Associate Provost for Academic Research, Tim Akers 909-537-3064, timothy.akers@csusb.edu



FACULTY UNDERGRADUATE ADVISORS

Administration: Accounting

Dr. David Senteney 909-537-5789 dsenteney@csusb.edu

Administration: Entrepreneurship

Dr. Mike Stull 909-537-3708 mstull@csusb.edu

Administration: Hospitality Mgmt.

Dr. Michelle Russen 909-537-8226 michelle.russen@csusb.edu

Dr. Joseph Tormey 909-537-8213 joseph.tormey@csusb.edu

Administration: Management

Dr. Ranfeng Qiu 909-537-4595 rqiu@csusb.edu

Administration: Supply Chain Mgmt.

Dr. Conrad Shayo 909-537-5798 cshayo@csusb.edu

Career & Technical Education

Dr. Viktor Wang 909-537-5637 viktor.wang@csusb.edu

Dr. Andrew Hughes 909-537-5637 andrew.hughes@csusb.,edu

Sid Burks 909-537-5637 sburks@csusb.edu

Child Development

Dr. Amanda Wilcox-Herzog 909-537-7431 awilcox@csusb.edu

Rhiannon Ramkissoon 909-537-8175 rhiannon.ramkissoon@csusb.edu

Communication

Dr. Michael Salvador 909-537-8164 salvador@csusb.edu

Criminal Justice

Dr. Christine Famega 909-537-5285 cfamega@csusb.edu

History

Dr. Michael Karp 909-537-8169 michael.karp@csusb.edu

Enalish

Dr. Jessica Luck 909-537-8169 iluck@csusb.,edu

Information Systems & Cybersecurity

Dr. Conrad Shayo 909-537-5798 cshayo@csusb.edu

Kinesiology

Dr. Sarah Dunn 909-537-8171 sarah.dunn@csusb.edu

Dr. Warren Forbes 909-537-8134 warren.forbes@csusb.edu

Liberal Studies

Dr. Dany Doueiri 909-537-5814 ddoueiri@csusb.edu

Nursing

Dr. Justin Schneider 909-537-8229 justin.schneider@csusb.edu

Nutritional Science & Dietetics

Dr. Dorothy Chen 909-537-5340 dchen@csusb.edu

Psychology

Dr. Jennifer Lotto 909-537-8149 jlotto@csusb.edu

Social Work

Dr. Frank McAlpin 909-537-8206 frank.mcalpin@csusb.edu





TEACHING COMMITTEE

The presence of full-time faculty at PDC opens the possibility for innovation in teaching practices that are responsive to the local context. This committee will generate plans to foster support and strengthen the teaching activities at PDC.



STUDENT ENGAGEMENT COMMITTEE

The goal of this committee is to support the staff's efforts to foster student and faculty participation at CSUSB Palm Desert Campus.

SCHOLARLY RESEARCH & CREATIVE ACTIVITIES COMMITTEE

The goal of this committee is to foster scholarly research and creative activities for faculty and students at CSUSB Palm Desert Campus.

Full details and membership information are available in the CSUSB Faculty Senate Committee Book, on pages 92-97.





PAYROLL & CONTRACTS

For questions related to payroll, please contact the University Payroll Office at 909-537-5159 or your department Administrative Support Coordinator.

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.

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, RG-203, 909-537-8117 (x78117), rgarza@csusb.edu.

CROSS ENROLLMENT

CSUSB Palm Desert Campus offers Cross Enrollment allowing students from area community colleges to take upper-division classes at Palm Desert Campus for \$10.00 on a space available basis. For more information, please contact Ruth Howell in Academic Advising, IW-102, 909-537-8110 (x78110), rhowell@csusb.edu.







CLASS ABSENCES/CANCELLATIONS

- If possible, email your student roster through Canvas or your CSUSB email about the class cancellation.
- Contact the PDC Faculty Support Coordinator, **glenn.castillo@csusb.edu** or 909-537-8250. After 5:00 p.m., 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 cancelled.

STUDENT OPINIONS OF TEACHER EFFECTIVENESS (SOTE)

SOTE 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 project, etc.

Students in online courses 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.







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 Faculty Support Coordinator.

- Exams are proctored by appointment ONLY during regular office hours.
- Instructor contacts the PDC Faculty Support Coordinator at **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 either the Student or Class Proctoring Request form and exam documents to the PDC Faculty Support Coordinator at least five (5) 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 RG-213 mailbox, unless otherwise instructed.

MAILBOXES & COPY CODES:

Faculty will be assigned a mailbox in RG-213. Mailboxes should be checked on a weekly basis. Copy codes for RG-213 should be requested by emailing **glenn.castillo@csusb.edu**. Nursing & Social Work faculty will be assigned mailboxes by their department.

Your academic department should be contacted for mass copy orders, such as syllabi, exams, etc. Faculty should plan accordingly and take into consideration mail transit times between campuses.





FACULTY INFORMATION

FACULTY WORKSPACES

There are three cubicle 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.

Workspace assignments depend on space availability.

- Mary Stuart Rogers Gateway Building, RG-213, door code: contact
 glenn.castillo@csusb.edu
- Indian Wells Center for Educational Excellence, IW-304 & IW-305, door code: contact Glenn Castillo.





The **10 Commuter Link** is a weekday bus service, Monday through Friday, allowing CSUSB students, staff, and faculty to travel between the Coachella Valley and San Bernardino Campus for FREE. All you need to do is swipe your Coyote OneCard!

Remember to get your Coyote OneCard at the TSC in RG-103.



Parking and Transportation Services parking@csusb.edu 909-537-5912

Web: PDC Bus Service





In case of an **emergency**, please dial **911** from your cellphone or the classroom phone. For **non-emergency** situations, please call PDC Parking & Transportation Services or Riverside County Sheriff.

Location: RG Lobby Desk

Hours: M-Th: 6:30 a.m. - 10:00 p.m.

F: 6:30 a.m. - 9:00 p.m.

Phone: 909-537-8131

From a building phone: x78131

909-537-7777 (UPD dispatch after hours)

Riverside Co. PD Station: 760-836-1600

In case of fire, earthquake, or any other emergency, please stay calm and immediately follow the PDC Building Marshal's instructions. They are designated and trained to guide you to safety.

Download the CSUSB Safe app on your mobile device for additional campus emergency guidance.



HAVE A GREAT ACADEMIC YEAR!



Go, 'Yotes!

