

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
PALM DESERT CAMPUS

FACULTY RESOURCE GUIDE
2026-2027



Note: All information contained herein is current, as of August 2026, 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 GATEWAY BUILDING

Administrative Offices
 Associated Students Incorporated (ASI)
 Coyote Bookstore
 Rancho Mirage Student Center (RMSC)
 Richard and Janice Oliphant Auditorium
 Technology Support Center

IWC - 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

IWT - INDIAN WELLS THEATER**HS - PALM DESERT HEALTH SCIENCES BUILDING**

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

**X YOU ARE HERE****PARKING****RESTROOM****WATER FILL STATION****SECURITY****EMERGENCY PHONE****BUS STOP****PARKING PERMIT DISPENSER**

WELCOME MESSAGE



Edna Martinez, PhD
Associate Vice President

Dear New and Returning PDC Faculty,

Welcome to the 2026-2027 academic year! This year is especially meaningful as we celebrate 40 years of providing access and excellence to the students of the Coachella Valley. Over the past four decades, our campus has transformed countless lives through the dedication of our faculty, staff, students, alumni, and community partners. As we begin this milestone year, we have much to celebrate and even more to look forward to.

Forty years of impact would not have been possible without you. Each of you contributes to our success, and I am especially honored to recognize those who have earned tenure and promotion, including Dr. Michael Karp, Dr. Ezequiel Bonillas, and all other CSUSB faculty whose dedication to teaching, scholarship, and service continues to strengthen our academic community. The impact of your dedication is reflected in the continued growth and success of our campus.

Just last week, we proudly hosted the Gerald R. Ford Presidential Foundation (GRFPF) Fellows Pinning Ceremony, recognizing our inaugural cohort of student leaders committed to public service and civic engagement.

Special thanks to Dr. Kevin Grisham for serving as the faculty advisor for this incredibly talented group of students. These experiences exemplify the transformative opportunities available to our students both inside and outside the classroom. Making the ceremony extra special was President Gomez's attendance. The true highlight, however, was the visible excitement of student and families getting to meet her.

Looking ahead, exciting progress continues across campus. Construction of the Student Success Center remains on schedule, with an anticipated opening in spring 2027! Planning is also underway for phase II of the project. As departments move into the new building, vacated spaces will be transformed to better serve our campus community. Our current library, which will become a dedicated Faculty Center for Excellence, will provide a welcoming space to exchange ideas, collaborate across disciplines, engage in professional development, and connect with colleagues.

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That said, we are grateful to Dr. Sarah Dunn, who will continue serving as the Faculty Affairs and Development Faculty Fellow during this academic year.

Once again, thank you for all you do to make our campus so special. As we celebrate 40 years, we're excited for all that's ahead and look forward to the next chapter under President Gomez's leadership.

I look forward to all we will accomplish together this year. Welcome to an exciting and memorable 2026-2027 academic year!

Sincerely,
Edna Martinez, Ph.D.

A MESSAGE FROM...



Avi Rodriguez, EdD
Executive Director of
Student Engagement &
Completion

Welcome to the Palm Desert Campus!

I'm Avi Rodriguez, EdD, Executive Director of Student Engagement & Completion. Since joining PDC in 2010, I've had the privilege of serving our students in a variety of roles, beginning in Admissions and now leading Student Engagement & Completion. I look forward to partnering with you as we support our students throughout the academic year.

Faculty are among the most influential people in a student's college experience. Many of our students are the first in their families to attend college and are balancing work, family responsibilities, and their education. While learning happens in the classroom, a student's sense of belonging is often built through meaningful connections across campus.

The Office of Student Engagement & Completion is committed to creating opportunities that help students connect with one another, develop leadership skills, engage with campus life, and access the resources they need to succeed. When faculty encourage students to participate in campus events, join organizations, attend workshops, or connect with our office, students are more likely to become engaged members of the university community.

We appreciate your partnership in fostering a campus where every student feels welcomed, supported, and empowered to achieve their goals. Together, we can help create an environment that promotes academic success, personal growth, and degree completion.

Throughout the year, I'll share information about upcoming events and opportunities that you can pass along to your students. You can also follow us on Instagram at **@CSUSBPDC** to stay connected.

Thank you for the important role you play in the lives of our students. Please don't hesitate to reach out if my team or I can support you or your students. I look forward to working with you throughout the 2026-2027 academic year.

Avi Rodriguez, EdD

Executive Director, Student Engagement & Completion

IW-116

arodrigu@csusb.edu

909-537-8253

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A MESSAGE FROM...



Sarah Dunn, PhD
PDC Faculty Fellow

Dear PDC Faculty Colleagues,

Welcome back to another exciting academic year at CSUSB Palm Desert Campus (PDC)! I hope you had a restful and rejuvenating summer and were able to recharge and return with fresh energy.

The campus has felt quiet in your absence, and you've truly been missed. I'm thrilled to be back among this vibrant community and look forward to joining you in making this a remarkable year. We're seeing our highest admissions and enrollment numbers since pre-pandemic times, and I expect our desert campus will be full of energy and engagement.

Your dedication to student success, your deep knowledge, and the care you show your colleagues and students continue to strengthen our community. Whether we're collaborating on projects, celebrating student achievements, or sharing a quick conversation, I'm grateful for all that you bring to the PDC.

To those I haven't yet met: I joined CSUSB in 2020 as a Professor in Kinesiology and am often found in the Health Sciences (HS) Building. As the PDC Faculty Affairs and Development (FAD) Faculty Fellow, I'm here to support you. Whether with FAD processes, assessment, leadership initiatives, or strategic planning, my goal is to foster transparency, professional growth, and collegiality across our Coachella Valley campus.

I hold regular office hours in HS-113 and welcome you to connect, by appointment or drop-in. You can also reach me at sarah.dunn@csusb.edu or by phone at x78171.

Welcome to the 2026-2027 academic year at CSUSB PDC. I'm so glad you're here, and I can't wait to see all we will accomplish together.

Warmly,

Sarah L. Dunn, Ph.D.

Professor, Kinesiology

FAD Faculty Fellow, Palm Desert Campus

California State University, San Bernardino

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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: 909-537-8131

Web: [PDC Parking](#)



COYOTE BOOKSTORE

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

Location: RG-113

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

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

Email: coyotebookspdc@bkstr.edu

Phone: 909-537-8123

Web: [PDC Bookstore](#)



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TECHNOLOGY SUPPORT CENTER (TSC)

- 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. - 7:30 p.m.

Email: pdcit@csusb.edu

Phone: 909-537-3248

Web: [PDC Tech Support](#)

TECHNOLOGY SUPPORT



CLASSROOM START GUIDE



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RECREATION & WELLNESS

EōS 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

Phone: 909-537-8231

Web: [PDC RecWell](#)



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HIxon INFORMATION RESOURCE CENTER

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

- **Research and library support** through Zoom, in-person appointments, live chat via Ask a Librarian
- Semester-long **Laptop** reservations now available through ITS Technology Lending Program
- **OneSearch** is the CSUSB Libraries' all-in-one search platform. Books, ebooks, full-text articles, and media immediately available, plus physical books available for delivery from other CSU libraries (average delivery time 3 business days)
- **Interlibrary Loan Services (ILL)**: Free access to materials not available at Pfau or PDC libraries with digital items typically delivered in 48 hours



Health Sciences Bldg. 103
PDClibrary@csusb.edu
909-537-8102
Web: PDC Library

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STUDENT SUCCESS STUDIO (S3)

- Tutoring & Mentoring
- Writing Support
- 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 & 909-537-8202

Web: [PDC S3](#)

CAREER CENTER

- Resume & Cover Letter Assistance
- Career Planning & Job Search Strategies
- Internships & Experiential Learning
- Interview Preparation
- Graduate School Prep
- Cody's Closet: located in the Indian Wells Theater Green Room open on Wednesdays, 11:00am - 1:00pm. Clothing resource for CSUSB students and alumni 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](#)

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ACADEMIC ADVISING

- Review Academic Requirements
- Course Planning
- Campus Resources
- Academic Pathways & Career Options



Location: IW-102

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

Email: pdcadvising@csusb.edu

Phone: Ruth Howell, 909-537-8110
Pedro Saltipar, 909-537-8234

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 Counselor](#)

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HUBBARD STUDENT HEALTH & PSYCHOLOGICAL COUNSELING CENTER

STUDENT HEALTH CENTER

- Physicals
- Vaccines/TB Skin Tests
- Contraceptives
- General Health Education

Location: HS-119

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

Email: julio.esparza@csusb.edu

slilly@csusb.edu

alexis.rocha@csusb.edu

michele.duffy@csusb.edu

Phone: 909-537-8177

Web: [PDC Health](#)

COUNSELING AND PSYCHOLOGICAL CENTER

- Individual Counseling
- Couples Counseling
- Wellness Workshops
- Crisis Support



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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.



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PALM DESERT CAMPUS CONTACTS

PDC Associate Vice President & 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

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

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

Interim Assoc. Provost for Faculty Affairs & Development, Nicole Dabbs
909-537-7565, ndabbs@csusb.edu

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

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FACULTY UNDERGRADUATE ADVISORS

Administration: Accounting

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

Administration: Entrepreneurship

Dr. Ezekiel Bonillas
909-537-5745
ebonillas@csusb.edu

Administration: Hospitality Mgmt.

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

Administration: Management

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

Administration: Marketing

Dr. Eric Newman
909-537-8241
enewman@csusb.edu

Administration: Supply Chain Mgmt.

Dr. Conrad Shayo
909-537-5798
cshayo@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

English

Dr. Jessica Luck
909-537-5834
jluck@csusb.edu

History

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

Psychology

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

Social Work

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

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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 87-90.

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FACULTY INFORMATION

PAYROLL & CONTRACTS

For questions related to payroll, please contact the university Payroll Services 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 SYLLABUS LANGUAGE

Language regarding SSD services **must be** included in every syllabus. Please feel free to cut and paste this language directly into your syllabus:

Services to Students with Disabilities (SSD)

"If you are seeking classroom accommodations under the ADA, please register with the SSD. If you are taking classes at PDC, SSD is located in RG-203D, You can telephone the PDC-SSD at 909-537-8117 (x78117) or email them at pdcssd@csusb.edu. To receive academic accommodations for this class, please obtain the Faculty Notification Letter from SSD. Students should inform their instructors about the type of assistance that they may be required in the event of any emergency, and also to contact the SSD regarding special needs for evacuation."

CROSS ENROLLMENT

CSUSB Palm Desert Campus offers Cross Enrollment allowing students from area community colleges to take classes at Palm Desert Campus for \$10.00 on a space available basis provided they meet the eligibility requirements. For more information, please contact Paige Griffin, 909-537-3516, paige.griffin@csusb.edu.



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FACULTY INFORMATION

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. A sign will be placed on the door of your classroom to alert your students. After 5:00 p.m., call the PDC Community & Parking desk at 909-537-8131.
- 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.



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FACULTY INFORMATION

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 at PDC.

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.

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FACULTY INFORMATION

FACULTY WORKSPACES

There are three cubicle workspaces where faculty may have access to computers, campus phone, a copy machine, and which also allow faculty the opportunity to meet with students outside the classroom. To reserve a cubicle/workspace, please email **glenn.castillo@csusb.edu**.

Workspace assignments depend on space availability.

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

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The **10 Commuter Link** is a weekday bus service, Monday through Friday, allowing CSUSB students, staff, and faculty to travel between the Palm Desert Campus 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](#)

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In case of an **emergency**, please dial **911** from your cellphone or the classroom phone. For **non-emergency** situations, please call CSUSB Police Dept. dispatch at 909-537-7777 or extension 77777 from any campus phone Monday - Friday, 8:00 a.m. - 5:00 p.m.

Riverside County Sheriff: 951-776-1234 (24-hour dispatch)

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.

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HAVE A GREAT ACADEMIC YEAR!



Go, 'Yotes!

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