Section VII

FACULTY

JAN MUTO
ASSOCIATE PROFESSOR
COMMUNICATION STUDIES

Jan Muto, Ph.D., delivered Riverside Community College District's 56th Distinguished Lecturer in May of 2016. Muto, who served as Riverside City College's president from January 2009 until June of 2010, teaches Communication classes at Norco College and is coordinator of ALLY (lesbian, gay, bisexual and transgender students), which offers students a safe haven and an empathetic ear to anyone concerned with sexual orientation or gender identity issues.

She came to the District after serving as chief academic officer at Madisonville Community College in Kentucky, interim president at Maysville Community and Technical College, and assistant to the chancellor for teaching and learning at the Kentucky Community and Technical College System central office.

While president at RCC, Muto led the College's effort in winning a competitive planning grant and a Bill and Melinda Gates Foundation and National League of Cities Communities Learning in Partnership grant; led the College's effort to be named a demonstration site for the Gateway to College program for high school dropouts; negotiated a memorandum of understanding with Alvord Unified School District on the Innovative Learning Center at Stoke Elementary School, a unique partnership of educational institutions designing and sharing learning space; assisted RCC in being recognized as a leader in minority student graduation rates; and led the charge in the creation of a jointly held state-of-the-art aquatics facility located on the RCC campus.

Acknowledging that the quality of an instructional program is dependent largely upon the quality of the faculty, Riverside Community College District endeavors to maintain a teaching staff which is among the finest in California.

RIVERSIDE CITY COLLEGE FACULTY

ABBATE, NICOLE **Associate Professor, Counseling**
B.A., California State University, Chico; M.S.W., California State University, Stanislaus. At Riverside Community College District since 2011.

ACHARYA, SUREKHA **Associate Professor, English**
B.A., M.A., Osmania University, India; M.A., California State University, Fullerton; Ph.D., University of California, Riverside. At Riverside Community College District since 1991.

ALEXANDER, SHARON **Associate Professor, Nursing**
A.S., Riverside Community College; B.S.N., M.S.N., California State University, Dominguez Hills. At Riverside Community College District since 2007.

ALJORD, HUDA **Associate Professor, Arabic**
B.A., M.A., Damascus University. At Riverside Community College District since 2005.

ALVARADO, CECILIA **Interim Vice President, Student Services**
B.A., California State University, Fullerton; M.S., Pepperdine University. At Riverside Community College District since 2010.

AMIDON, TUCKER **Associate Professor, English**
B.A., University of California, Irvine; M.A., California State University, Fullerton; Ph.D., University of California, Riverside. At Riverside Community College District since 2005.

ANDERSON, KIMBERLY **Associate Professor, Nursing**
B.S.N., Baylor University; M.S.N. and F.N.P., University of California at Los Angeles. At Riverside Community College District since 2006.

ANDERSON, KRISTINE R. **Professor, English**
B.A. (summa cum laude), M.A., San Diego State University; M.F.A., New England College. At Riverside Community College District 1989-95, and since 1997.

ANGUIANO, JOE W. **Associate Professor, English**
B.A., California State University, Los Angeles; M.A., California State University, Fullerton. At Riverside Community College District since 1999.

ARGUELLES, RUDOLPH **Associate Professor, Kinesiology**
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ASHBY, HAYLEY **Associate Professor, Library Services Network/Multimedia Specialist**
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AVALOS, DAVID **Associate Professor, Culinary Arts**
B.V.E., California State University, San Bernardino, M.A., Florida International University. At Riverside Community College District since 2004.

AVILA, PATRICIA **Associate Professor, Counseling**
B.A., University of California, Los Angeles; M.A., California State University, Dominguez Hills. At Riverside Community College District since 1997.

BAKER, SANDRA **Dean, School of Nursing Associate Professor, Nursing**
A.A., Maryville College, Missouri; B.S.N., California State University, Fullerton; M.S.N., California State University Dominguez Hills; D.N.P., Case Western Reserve University. At Riverside Community College District since 1989.

BARADARAN, ROBERT **Associate Professor, Culinary Arts**
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BARNES, MICHEAL E. **Associate Professor, Counseling**
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BAUER, SCOTT **Dean of Instruction, Fine and Performing Arts**
B.M., California State University, Long Beach; M.A., Ph.D., University of California, San Diego. At Riverside Community College District since 2014.

BERNIER, DANIEL **Associate Professor, Chemistry**
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BETTENCOURT, MADELINE **Assistant Professor, Cosmetology**
B.A., California State University, San Bernardino; M.S., Colorado State University. At Riverside Community College District since 2015.

BLAIR, SCOTT **Associate Professor, Astronomy**
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BONZOUMET, NIKKI P. **Associate Professor, Kinesiology**
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BROOKS, KATHRYN S. **Associate Professor, Biology and Health Science**
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BROWN, AMANDA **Associate Professor, Mathematics**
B.A., M.A., Utah State University. At Riverside Community College District since 2005.

BROWN, ELLEN **Associate Professor, Counseling**
B.A., Saint Mary's College, Notre Dame, Indiana; M.A., California State University, San Bernardino. At Riverside Community College District since 2002.

BROWN, JAMI **Professor, Sociology**
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BROWN, SCOTT A. **Associate Professor, Counseling/Learning Disabilities**
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BROWN, TIMOTHY **Professor, Reading**
B.A., Arizona State University; M.Ed., Pan American University; M.S., California State University, Fullerton, Ed.D., Pepperdine. At Riverside Community College District since 1984.

BURCHETT, GREGORY E. **Professor, Biology**
B.S., MS., California State Polytechnic University, Pomona. At Riverside Community College District since 2000.

BYUN, JOHN **Associate Professor, Music**
B.M., University of California, Irvine; M.M., California State University, Long Beach. At Riverside Community College District since 2005.

CARRERAS, SOFIA **Associate Professor, Dance**
B.A., California State University, Sacramento; M.F.A., University of California, Irvine. At Riverside Community College District since 2002.

CARTER, THATCHER **Associate Professor, English**
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CASOLARI, AMBER **Professor, Economics**
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CAZARES, DEBORAH A. **Professor, Early Childhood Education**
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CERWIN-BATES, STACEY **Associate Professor, Reading**
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CHACON, ROSINA (Zina) **Professor, Counseling**
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CHENEY, JAMES R. **Associate Professor, Physics**
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CHENOWETH, RITA P. **Professor, Dance**
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CHIEK, VEASNA **Associate Professor, Mathematics**
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CONRAD, PAUL **Assistant Professor, Computer Science/CIS**
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CONTRERAS, MIGUEL **Project Director, Gateway to College**
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CRAFT, THOMAS **Director, Football Operations/Head Football**
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CRAMM, KENNETH P. **Professor, Mathematics**
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CREGG, JAMES **Associate Professor, Computer Information Systems**
A.A.S., Community College Air Force; B.S., Southern Illinois University; M.S., California State University, San Bernardino. At Riverside Community College District since 2000.

CRYDER, MICHAEL **Associate Professor, Biology**
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CURTIS, ANTONIO **Associate Professor, Mathematics**
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DELGADILLO-FLORES, MONICA **Associate Professor, Counseling**
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DOUGLASS, KELLY **Associate Professor, English**
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FORLENZA, GERARD A. JR. **Associate Professor, History**
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GAYLOR, DOROTHY **Professor, Spanish**
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GIBBONS-ANDERSON, JOAN **Professor, Communication Studies**
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GOBATIE, CYNTHIA **Associate Professor, Philosophy**
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GREATHOUSE, LAURA **Associate Professor, Anthropology**
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GRENFELL, JOHN **Associate Professor, Mathematics**
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GREY, BOBBIE **Associate Professor, Chemistry**
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GUTIERREZ, TIMOTHY **Assistant Professor, Sociology**
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HAINES, MARK A. **Associate Professor, Dance**
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HALEY, MICHAEL **Assistant Dean, Center for International Students and Programs**
B.S., Arizona State University; M.B.A., University of Phoenix. At Riverside Community College District since 2014.

HALL, DEBORAH **Associate Professor, Coordinator, Student Activities**
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HAMMOCK, SHANNON **Associate Professor, Library Services**
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HAROLD, GINA **Associate Professor, Nursing**
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HAYES-TRAINER, MONICA **Associate Professor, Kinesiology/ Women's Head Volleyball Coach**
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HERNANDEZ, SCOTT **Assistant Professor, Film Television and Video**
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HERRICK, SCOTT **Associate Professor, Biology**
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HOGAN, DANIEL **Assistant Professor, English**
At Riverside Community College District since 2016.

HOPKINS, JOHN W. **Professor, Art**
A.A., Santa Ana College; B.A., M.A., M.F.A., California State University, Fullerton. At Riverside Community College District since 1980.

HORN, STEPHEN **Professor, Art**
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HUFF, TONYA **Associate Professor, Biology/Health Science**
B.S., B.F.A., University of Nebraska; Ph.D., University of California, San Diego. At Riverside Community College District since 2009.

INDERMUEHLE, DENISE **Associate Professor, Nursing**
A.D.N., Riverside Community College; B.S.N, M.S.N., University of Phoenix. At Riverside Community College District since 2006.

ISHIHARA, CHIE **Associate Professor, Business Administration**
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ISAAC, WOLDE-AB **President**
B.S., Addis Abeba University; M.A., Ph.D., University of Michigan. At Riverside Community College District since 2006.

JEW, ROBERT K. **Associate Professor, Art**
B.F.A. with Distinction, Art Center College of Design, Pasadena. At Riverside Community College District since 2001.

JIMENEZ, GARY M. **Associate Professor, Counseling**
A.A., Citrus College; B.S.W., California State Polytechnic University, Pomona; M.S., California State University, Los Angeles. At Riverside Community College District since 2001.

JUDON, LANESHIA R. **Associate Professor, Business Administration**
A.A., University of Maryland, European Division; B.A. (cum laude), Southern Illinois University; J.D. (American Jurisprudence, Trust and Wills), Loyola Law School. At Riverside Community College District since 1997.

JULIAN, JODI **Associate Professor, Theater Arts**
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KEARN, TAMRA **Professor, English**
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KELLY, KATHRYN E. **Associate Professor, Spanish**
B.A., M.A., San Diego State University; Ph.D., University of California, Irvine. At Riverside Community College District since 1989.

KENNEDY, STEPHEN M. **Assistant Professor of Career and Technical Education, Automotive Technology**
A.S., Riverside Community College; ASE Automotive Master Technician, Ll Certified, Certified Chevrolet Master Technician. At Riverside Community College District since 2001.

KESSLER, REBECCA **Assistant Professor of Career and Technical Education, Cosmetology**
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KIM, WILLIAM **Associate Professor, Studio Art**
B.F.A., California Institute of the Arts; M.F.A., University of California, Los Angeles. At Riverside Community College District since 2009.

KIME-HUNT, ELLEN **Associate Professor, Chemistry**
B.A., California State University, Fresno; Ph.D., University of Vermont. At Riverside Community College District since 1992.

KNECHT, JASMINKA **Associate Professor, Music**
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KNIERIEM, JAMES **Assistant Professor, Career and Technical Education, Welding**
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KOBZEVA-HERZOG, ELENA V. **Associate Professor, Spanish/Russian**
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LEHR, JANET **Professor, Computer Applications and Office Technology**
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LEHR, MARK **Professor, Computer Information Systems**
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LOVELACE, ALLAN **Associate Professor, Journalism**
BA., Clinch Valley College of the University of Virginia; M.A., Ball State University. At Riverside Community College District since 1996.

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LOWRY, STEPHANIE **Associate Professor, Nursing**
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MacDOUGALL, DIANA E. **Professor, American Sign Language**
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MAHON, RICHARD **Professor, Humanities**
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MASTERSON, ROMULUS **Associate Professor, Philosophy**
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MATHIOWETZ, MICHAEL **Assistant Professor, Anthropology**
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MATSOS, PETER **Associate Professor, Psychology**
M.A., B.A., San Diego State University. At Riverside Community College District since 2002.

MAYSE, KEVIN A. **Associate Professor, Music**
B.A., M.A., California State University, San Bernardino. At Riverside Community College District since 1996.

McCARRON, JAMES **Associate Professor, Kinesiology**
B.A., University of California, Los Angeles; M.A., Azusa Pacific University. At Riverside Community College District since 2006.

McEWEN, WENDY **Dean, Institutional Effectiveness**
B.S., United States Air Force Academy; M.A., University of Redlands. At Riverside Community College District since 2014.

McLEOD, SCOTT W. **Associate Professor, Computer Information Systems**
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MENDOZA, GABRIELA **Associate Professor, Mathematics**
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MILLS, SUSAN **Professor, Mathematics**
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MOGHADDAM, MOHAMMAD **Executive Director, Hospitality and Culinary Arts Programs**
B.S., New York Institute of Technology; M.S., Florida International University. At Riverside Community College District since 2003.

MONCREIFF, MELVIN **Associate Professor, Nursing**
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MORRILL, CYNTHIA **Associate Professor, English**
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MORRISSEY, KEVIN **Assistant Professor, Theatre Arts**
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MOWREY, JODI L. **Associate Professor, American Sign Language**
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NABOURS, KATHY **Associate Professor, Mathematics**
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NELSON, DAVID **Associate Professor, Theater Arts**
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O'CONNELL, PAUL **Assistant Professor of Career and Technical Education, Automotive Technology**
Toyota Tl0 Instructor Credential. At Riverside Community College District since 1998.

O'NEILL, TERRENCE J. **Associate Professor, Physics**
B.S., M.S., Ph.D., University of California, Riverside. At Riverside Community College District since 1987.

OSGOOD-TRESTON, BRIT **Associate Professor, English**
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PARDEE, RONALD **Distinguished Professor, Management**
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PESSAH, SAMUEL **Associate Professor, Italian**
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PFENNINGER, MICHELE **Associate Professor, English**
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PHELPS, WILLIAM **Associate Professor, Geology**
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B.A., M.A., California State University, San Bernardino. At Riverside Community College District since 2004.

REIMER, KIMBERLY **Associate Professor, Nursing**
A.D.N., Riverside Community College; B.S.N., M.S.N., Ed.D., University of Phoenix. At Riverside Community College District since 2007.

REYES, ERNESTO **Associate Professor, Mathematics**
B.S., University of California, Riverside; M.A., California State University, San Bernardino. At Riverside Community College District since 2007.

REYNOLDS, JOSEPH **Associate Professor, Counseling**
B.S., Florida State University; M.H.S., Ed.D., University of Florida. At Riverside Community College District since 2001.

RICHARD, CHARLES **Professor, Music**
A.A., Riverside Community College; B.M., M.A., California State University, Los Angeles. At Riverside Community College District since 1990.

RICHARDSON, PAUL **Associate Professor, Chemistry**
B.S., Lindenwood University; M.S., University of California, Riverside. At Riverside Community College District since 2008.

ROCILLO, JAMES **Assistant Professor, Music**
At Riverside Community College District since 2016.

RODMAN, RICHARD A. **Professor, Automotive Technology**
A.S., Riverside Community College; B.S., M.A., Ed.D., California State University, Long Beach; ASE Certified Automotive Master Technician, L1; BAR Certified Instructor; Ford Certified Senior Master Technician. At Riverside Community College District since 1998.

RODRIQUEZ, NICHOLAS **Assistant Professor of Career and Technical Education, Cosmetology**
A.S., Citrus College. At Riverside Community College District since 2002.

ROGERS, DENNIS A. **Associate Professor, Kinesiology**
B.A., California State Polytechnic University, Pomona; M.S., Azusa Pacific College. At Riverside Community College District since 1989.

ROMERO, CLARENCE **Associate Professor, Psychology**
A.A., San Bernardino Valley Community College; B.A., M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 1987.

ROMERO, ESTRELLA **Associate Professor, Communication Studies**
B.A., M.A., California State University, Fullerton; Ph.D., Claremont Graduate University. At Riverside Community College District since 2008.

ROSALES, CAROLYN **Assistant Professor, English**
At Riverside Community College District since 2016.

RUIZ, ROGELIO **Professor, Mathematics**
B.S., MS., California State Polytechnic University, Pomona. At Riverside Community College District since 1986.

RUIZ, RONALD **Professor, Psychology**
A.A., Imperial Valley College; B.A., M.S., University of California, San Diego; Ph.D., Walden University. At Riverside Community College District since 1996.

RUTH, CLIFFORD **Associate Professor, Communication Studies**
B.A., M.A., California State University, San Bernardino. At Riverside Community College District since 2008.

SANCHEZ, MARC **Associate Professor, Mathematics**
B.S., University of Puerto Rico, Mayaguez; M. Phil., State University of New York, Stony Brook. At Riverside Community College District since 2005.

SANDOVAL, CHRISTINE **Associate Professor, English**
B.A., University of California, Riverside; M.A., University of California, Riverside. At Riverside Community College District from 1998-2007 and since 2011.

SANDOVAL, VICTOR **Associate Professor, Reading**
A.A., Riverside Community College; B.A., University of California, Santa Barbara; M.S., California State University, Fullerton. At Riverside Community College District since 2006.

SARKIS, ROSEMARIE **Associate Professor, French**
B.A., St. Joseph University; M.A., California State University, Fullerton; M.A., Loyola Marymount. At Riverside Community College District since 1996.

SCHINKE, WARD **Associate Professor, Political Science**
B.S., University of Wisconsin, Green Bay; M.A., University of Texas, Austin; Ph.D., University of California, Riverside. At Riverside Community College District since 1998.

SCHMIDT, STEVEN **Associate Professor, Music**
B.M., California State University, Fullerton; M.M., University of Southern California. At Riverside Community College District since 2007.

SCHULTZ, GARTH **Associate Professor, Counseling**
A.A., Riverside City College; B.S., University of Redlands; M.S., San Diego State University; M.A., Pepperdine University. At Riverside Community College District since 2009.

SCOTT-COE, JO **Associate Professor, English**
B.A., University of Southern California; M.A., California State Polytechnic University, Pomona; M.F.A., University of California, Riverside. At Riverside Community College District since 2008.

SCULLIN, PATRICK **Assistant Professor, Applied Digital Media**
B.A., Brigham Young University; M.F.A., California State University, Fullerton. At Riverside Community College District since 2013.

SELL, KATHLEEN **Associate Professor, English**
B.A., University of California, Riverside; M.A., Ph.D., Claremont Graduate University. At Riverside Community College District since 1996.

SELLICK, MARK **Associate Professor, Political Science**
A.A., Glendale Community College; B.A., University of California, Berkeley; M.A., Ph.D., University of California, Irvine. At Riverside Community College District since 2006.

SIGLOCH, STEVEN M. **Associate Professor, Kinesiology**
B.S., University of Utah; M.A., Azusa Pacific University. At Riverside Community College District since 1998.

SIU, KWOKWAI **Assistant Professor, Applied Digital Media**
B.A., M.A., California State University, Fullerton. At Riverside Community College District since 2015.

SMITH, HEATHER **Professor, Biology**
B.S., University of Utah; M.S., University of California, Davis; Ph.D., University of California, Riverside. At Riverside Community College District since 2002.

SPANGLER, JASON **Associate Professor, English**
B.A., California State University, Chico; M.A., University of California, Riverside; Ph.D., University of California, Riverside; TESOL Certificate, University of California, Riverside. At Riverside Community College District since 2005.

ST. PETERS, SUSAN A. **Associate Professor, English**
B.A., M.A., California Polytechnic University, San Luis Obispo. At Riverside Community College District since 2001.

STEARNS, FRANK **Associate Professor, Accounting**
A.A., Riverside Community College; B.S., California State Polytechnic University, Pomona. At Riverside Community College District since 1992.

STONE, RACHEL **Professor, American Sign Language**
B.A., Gallaudet University; M.Ed., Western Maryland College; Ph.D., Gallaudet University. At Riverside Community College District since 2001.

SUZUKI, TAKASHI **Associate Professor, Japanese**
B.A., Sophia University; M.Ed., Arkansas Tech University; Ph.D., The University of Texas at Austin. At Riverside Community College District since 1996.

TAUBE, RHONDA **Professor, Art**
B.A., M.A., Northern Illinois University; M.A., Ph.D., University of California, San Diego. At Riverside Community College District since 2005.

TAYLOR, STAR **Assistant Professor, English**
At Riverside Community College District since 2016.

THOMPSON, OLIVER **Professor, Administration of Justice**
A.A., Riverside Community College; B.S., California State University, Los Angeles; M.A., D.P.A., University of Southern California. At Riverside Community College District since 1999.

THOMPSON-EAGLE, ELISABETH **Associate Professor, Biology**
B.S., the University of London, Bedford College; Ph.D., the University Of Leeds, Leeds United Kingdom. At Riverside Community College District since 1990.

TJANDRA, MARGARET **Associate Professor, English/English as a Second Language**
B.A., M.A., Southern Illinois University. At Riverside Community College District since 1989.

TRUTTMAN, LEO **Associate Professor, Chemistry**
Ph.D., University of Fribourg, Switzerland. At Riverside Community College District since 2005.

TSAI, I-CHING **Associate Professor, Music**
B.A., National Conservatory of Music "Carlos Lopez Buchardo," Buenos Aires, Argentina; M.A., University of Redlands; D.M.A., Claremont Graduate University. At Riverside Community College District since 2004.

ULLOA, YURI **Associate Professor, Automotive Technology**
A.S., Chaffey College; B.A., M.A., California State University, San Bernardino. At Riverside Community College District since 2001.

VANT HUL, TAMMY **Associate Professor, Nursing**
A.D.N., Riverside Community College; B.S.N., Loma Linda University; M.S.N., University of California, Los Angeles. At Riverside Community College District since 2002.

VAS, RENEE **Assistant Professor, Reading**
B.A., University of California, Riverside; M.S. California State University, Fullerton. At Riverside Community College District since 2016.

VERMILLION, AMY **Associate Professor, Nursing**
B.S., M.S.N/F.N.P., University of San Diego. At Riverside Community College District since 2006.

WESTBROOK, PETER **Assistant Professor of Career and Technical Education, Cosmetology**
A.A., Instructor Credentials Riverside Community College. At Riverside Community College District since 2000.

WHELCHEL, PAMELA **Associate Professor, Mathematics**
B.A., University of California, Riverside; M.A., California State University, San Bernardino. At Riverside Community College District since 2002.

WHITAKER, DEBBIE **Associate Dean, Academic Support Associate Professor, Early Childhood Education**
B.A., M.A., University of California, Riverside. At Riverside Community College District since 1990.

WHITE, VIRGINIA **Associate Professor, Biology**
B.S., Wake Forest University; Ph.D., University of California, Riverside. At Riverside Community College District since 2005.

WHITTON, JUDE **Assistant Professor, Communications Studies**
M.A., California State University, Fullerton. At Riverside Community College District since 2014.

WIGGS, MICHERRI **Associate Professor, Communication Studies**
A.S., Riverside Community College; B.A., California State University, San Bernardino; M.A., California State University, Los Angeles. At Riverside Community College District since 2005.

WILCOXSON, DON L. **Professor, Business Administration**
A.A., Riverside Community College; B.A., California State University, San Bernardino; M.B.A., California Baptist University. At Riverside Community College District since 1998.

WILLIAMSON, JARROD **Associate Professor, Chemistry**
B.S., California State University, Fresno; M.S., Ph.D., University of California, Los Angeles. At Riverside Community College District since 2008.

WOLPOFF, MARC **Associate Professor, Psychology**
B.A., American Jewish University; M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 2009.

WONG, CHAU **Associate Professor, Mathematics**
M.S., Ph.D., University of California, Riverside. At Riverside Community College District since 2011.

WOODS, KRISTI JOY **Professor, History**
B.A., M.A., Ph.D., University of Southern California. At Riverside Community College District since 1997.

WOOLDRIDGE, JAMES **Director, Athletics**
B.S., Louisiana Tech University; M.Ed., East Central University. At Riverside Community College District since 2015.

WYCKOFF, CHARLES **Associate Professor, Business Administration**
B.A., Baruch College, City University of New York; M.B.A., New York University. At Riverside Community College District since 2005.

YATES, SHARON **Professor, Early Childhood Education**
B.S., Brigham Young University; M.A., California State Long Beach; Ed.D., Brandman University. At Riverside Community College District since 2000.

YGLECIAS, ELIZABETH N. **Associate Professor, Counseling**

B.A., University of California, Santa Barbara; M.S., California State University, Los Angeles. At Riverside Community College District since 1991.

YOUNT, GWENDOLYN **Professor, Spanish**

A.A., Los Angeles Community College; B.A., M.A., University of California, Los Angeles. At Riverside Community College District since 1990.

Section VIII

DISTRICT

RCCD RIVERSIDE COMMUNITY COLLEGE DISTRICT

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

Moreno Valley College

16130 Lasselle Street • Moreno Valley, CA 92551-2045 • (951) 571-6100 • www.mvc.edu

Academic Affairs 571-6351
Academic Departments:
- Business, and Information Technology Systems 571-6125
- Communications 571-6325
- Health, Human, and Public Services. 571-6284
- Humanities and Social Sciences 571-6134
- Mathematics 571-6125
- Natural Sciences and Kinesiology 571-6125
- Public Safety Education and Training. 571-6300

Academic Counseling and Educational Services (ACES) . . 571-6275
Admissions 571-6101
Assessment and Placement Testing. 571-6427
Bookstore 571-6107
Business Services 571-6342
Career and Transfer Center 571-6205
College Police 571-6190
Computer and Study Center 571-6483
Computer Lab 571-6127
Counseling 571-6104
Dean of Career & Technical Education 571-6292
Dean of Institutional Effectiveness. 571-6146
Dean of Instruction 571-6163
Dean of Public Safety Education and Training. 571-6314
Dean of Student Services 571-6335
Dean of Student Services (Counseling)
Dental Hygiene/Assisting Program. 571-6433
Disabled Student Services. 571-6138
Early Childhood Education Center 571-6214
Emergency Medical Services 571-6395
Employment Placement 571-6414
Extended Opportunity Programs and Services 571-6253
Facilities Office. 571-6113
Fire Technology 571-6197
Foster Youth Support Services 571-6110
Health Services 571-6103
Information Services. 571-6116
Institutional Research and Assessment 571-6303
Instructional Media Center 571-6201
KMVC TV, Channel 17 . . . . . 571-6100 x 4317
Law Enforcement Programs 571-6316
Library. 571-6356
Mailroom. 571-6145
Math Lab. 571-6232
Matriculation. 571-6131
Middle College High School 571-6463
Outreach 571-6273
Physician Assistant Program. 571-6166
Police Dispatch 222-8171
President's Office 571-6161
Puente Program. 571-6240
Student Activities 671-6105
Student Government 571-6268
Student Services Upward Bound Math and Science. 571-6382
Student Financial Services 571-6139
Title V Office 571-6260
Tutorial Services 571-6167
Veterans Services 571-6157
Web Development. 571-6380
Workforce Preparation 571-6154
Writing and Reading Center 571-6128

Norco College

2001 Third Street • Norco, CA 92860-2600 • (951) 372-7000 • www.norcocollege.edu

Academic Departments
- Art, Humanities and World Languages. 372-7076
- Business 372-7079
- Communications 372-7067
- Engineering. 372-7079
- Information Technologies 372-7067
- Mathematics and Sciences . . . . . .372-7079 and 372-7076
- Social and Behavioral Sciences 372-7076

Admissions and Records. 372-7003
Assessment Center 372-7176
Bookstore 372-7085
CalWORKs 372-7052
College Police 372-7088
24-Hour Dispatch Center 222-8171
College Receptionist 372-7044
Counseling 372-7101
Dean of Instruction 372-7018
Dean of Instruction, Career and Technical Education 372-7000
Dean of Student Services 372-7081
Disability Resource Center 372-7070
Extended Opportunity Programs and Services 372-7128
Health Services 372-7046
Honors Program 739-7815
Library/Resource Center. 739-7896
Outreach 739-7856
Parking 739-7895
Puente Program. 372-7146
STEM 739-7806
Student Activities 372-7007
Student Employment. 372-7190
Student Financial Services 372-7009
Student Support Services 372-7163
The Talented Tenth Program (T3p). 372-7148
Transfer Center 372-7043
TRiO Upward Bound Programs 739-7819
Tutorial 372-7143
Veterans Services 372-7142

Riverside City College

4800 Magnolia Avenue • Riverside, CA 92506-1299 • (951) 222-8000 • www.rcc.edu

Academic Affairs 222-8053
Academic Departments:
- Applied Technology 222-8491
- Art 222-8339
- Behavioral Sciences 222-8540
- Business and Info Tech Services 222-8551
- Chemistry 222-8533
- Communication Studies 222-8540
- Cosmetology 222-8185
- Counseling 222-8440
- Early Childhood Education 222-8491
- Economics, Geography, Political Science 222-8540
- English & Media Studies 222-8519
- History, Humanities, Philosophy 222-8540
- Kinesiology 222-8421
- Library and Learning Resources 222-8654
- Life Sciences 222-8533
- Math 222-8533
- Performing Arts 222-8339
- Physical Science 222-8533
- School of Nursing 222-8760
- World Languages 222-8519

Admissions and Records 222-8600
Art Gallery 222-8358
Bookstore 222-8140
Calworks 222-8964
Career and Technical Education 222-8131
College Police 24 Hour Dispatch 222-8171
College Police Parking Services 222-8090
Disability Resource Center 222-8060
Diversity and Equity Compliance 222-8435
Division Deans
- Fine and Performing Arts 222-8399
- Languages, Humanities & Social Sciences 328-3881
- Math, Science & Kinesiology 222-8729
- Nursing 222-8818

EOPS and Care 222-8122
Extended Opportunity Programs and Services 222-8045
Foster and Kinship Care Education 222-8937
Foster Youth Support Services 222-8251
Gateway College and Career Academy 222-8934
Human Resources 222-8588
International Student Center 222-8160
Math and Learning Center . . . . . 222-8000 Ext. 4100
Outreach 222-8574
Performance Riverside 222-8100
Student Activities 222-8570
Student Financial Services 222-8710
Student Health and Psychological Services 222-8151
Transcript Office 222-8603
Transfer Center 222-8446
Trio Student Support 222-8227
Tutorial 222-8168
Veterans Office 222-8602
Writing and Reading Center 222-8632

RIVERSIDE COMMUNITY COLLEGE DISTRICT ADMINISTRATION

Dr. Burke

OFFICE OF THE CHANCELLOR

Michael Burke, Ph.D.
Chancellor

Chris Carlson
Chief of Staff and Facilities Development

Margaret Cartwright
Associate Vice Chancellor, Strategic Communications
and Institutional Advancement

OFFICE OF THE VICE CHANCELLOR, STRATEGIC PLANNING AND EDUCATIONAL SERVICES

Vacant
Vice Chancellor, Strategic Planning and Educational Services

Raj Bajaj
Dean, Educational Services

Richard Keeler
Dean, Grants

Colleen Walker
Chief of Police

David Torres
Dean, Institutional Research and Strategic Planning

OFFICE OF THE VICE CHANCELLOR, BUSINESS AND FINANCIAL SERVICES

Aaron Brown
Vice Chancellor, Business and Financial Services

Vacant
Associate Vice Chancellor, Information Technology
and Learning Services

OFFICE OF THE VICE CHANCELLOR, HUMAN RESOURCES AND EMPLOYEE RELATIONS

Terri Hampton
Vice Chancellor, Human Resources and Employee Relations

DISTRICT CURRICULUM COMMITTEE

Greg Burchett
Committee Chair
Riverside Curriculum Committee Chair

Brian Johnson
Committee Member
Norco Curriculum Committee Chair

Steven Schmidt
Committee Member*
Tech Review Committee Chair
CurricUNET Liaison

Ann Pfeifle
Committee Member
Moreno Valley Curriculum Committee Chair

Vacant
Committee Secretary*

*Non-voting member

RIVERSIDE COMMUNITY COLLEGE DISTRICT MISSION STATEMENT

Riverside Community College District is dedicated to the success of its students and to the development of the communities it serves. By facilitating its Colleges and learning centers to provide educational and student services, it meets the needs and expectations of its unique communities of learners. The District provides the Colleges with leadership in the areas of advocacy, resource stewardship, and planning.

OUR RCCD VISION AND VALUES

Historically the Riverside Community College District has pursued fulfillment of the Mission Statement and the Trustee-adopted Goals by affirming its vision and values:

VISION

Riverside Community College District is committed to service excellence by providing opportunities for learning, personal enrichment, innovation and community development.

VALUES

Legacy
- Heritage
- Standards
- Foundation of future

Inclusiveness
- Appreciation of diversity/equity
- Respect
- Collegiality
- Shared governance

Service
- To students
- To community
- To the Colleges
- Education/service learning

Stewardship
- Planning
- Resource development
- Sustainability
- Responsibility/accountability
- Transparency/collaboration
- Integrity

Enrichment
- Economic development
- Lifetime learning
- Professional development
- Community advancement

Excellence
- Innovation
- Student success
- Organizational effectiveness
- Learning environment

Shareholders
- Economic partner
- Community mindedness
- Community responsibility

STRATEGIC THEMES AND GOALS 2013-16

STUDENT ACCESS

As open access institutions of higher education, Riverside Community College District and its Colleges are committed to ensuring that the educational needs of its diverse service area and population are met effectively and efficiently.

Goal 1: Remove barriers to access for all students, while making the process of accessing new student information and applying to District Colleges more user-friendly.
Goal 2: Increase the number and awareness of scholarship opportunities and the effectiveness of financial aid counseling.
Goal 3: Provide programs and services that address community educational needs and priorities.
Goal 4: Improve the delivery of curriculum by ensuring responsive scheduling and a variety of delivery formats.
Goal 5: Sustain and deliver educational and community partnerships focused on student preparation, awareness of, and access to District Colleges and educational programs.

STUDENT LEARNING AND SUCCESS

Riverside Community College District will continue to facilitate student learning and success by offering clear pathways which support the attainment of individual educational goals. Now and in the coming years, its goals for student learning and success are to:

Goal 1: Develop effective pathways for student success by encouraging all students to use student services and promoting the completion of a self-identified program of study and/or educational plan.
Goal 2: Increase rates of transfer, degree, and certificate completion.
Goal 3: Recruit outstanding faculty, and support faculty development, and teaching excellence for the improvement of student learning outcomes.
Goal 4: Reduce the gap in both student achievement and outcomes.
Goal 5: Support and increase student engagement in and out of the classroom.

RESOURCE STEWARDSHIP

Riverside Community College District will ensure a viable and strong economic future through diligent and thoughtful stewardship and planning to effectively manage the District's resources (e.g., physical, fiscal, policy, programmatic, technological, human resources, etc.). To this end, District goals are to:

Goal 1: With transparency and collaboration, annually assess resource needs, development, and allocations to ensure that the core missions of the Colleges are met as a priority.
Goal 2: Integrate public and private resource development efforts with District strategic planning and resource allocation.
Goal 3: Create a greater culture of entrepreneurship and philanthropy by encouraging the expansion and diversity of external funding.

COMMUNITY COLLABORATION AND PARTNERSHIP

The business sector in the Riverside Community College District service area continues to face considerable challenges. Local industries are looking for workers with technical, vocational, and training skills but the education of the current workforce does not,

in all cases, match employer needs. At the same time, population gains in the service area have outrun gains in job creation for college graduates. This gap between workers and jobs has resulted in the region continuing to be one of the nation's largest commuter communities. The District is committed to collaborating and partnering with community stakeholders to provide an array of educational training and business development services to empower the economic and social life of the region.

In addition, the District recognizes its fundamental and leadership role in providing residents with access to excellent educational, life-long learning, and personal enrichment programs. It will continue and expand its efforts to collaborate with education, business, and community organization partners in "best practices" initiatives that prepare, inform, and assist today's and tomorrow's prospective students.

Goal 1: Refine and promote programs in Career and Technical Education, Economic Development, and Community Education that improve the competency and competitive capabilities of service area incumbent workers.
Goal 2: Create and expand programs with business, community, and educational partners, with particular focus on responding to workforce development, economic advancement, current and emerging high demand occupations, student internships and employment, and overall resource development.
Goal 3: Develop new, and strengthen existing, relationships with community groups and organizations that focus on identifying and collectively responding to community needs through maximizing the use of current District-wide programs and collaborative new initiatives.
Goal 4: Establish or expand multiple outreach efforts, joint programs and events, collaborative grants, and community partnerships to address regional workforce needs.
Goal 5: Ensure that residents in all geographic areas of the District have opportunities for personal enrichment and life-long learning through the academic programs of the Colleges, Community Education, and other initiatives.

CREATIVITY AND INNOVATION

Creativity and innovation are the hallmarks of great societies, companies, and educational institutions. In spite of current and on-going statewide fiscal challenges, the Riverside Community College District remains even more committed to work collaboratively with its Colleges, District Office, and community partners to maintain excellence, access to learning opportunities, and effective support services for students and stakeholders through creative programming and delivery systems. The District re-affirms its collective resolve to find efficient ways to work, leverage resources, and identify alternative funding and income streams.

Goal 1: Build a culture of acceptance of diverse ideas and strategies which celebrate the uniqueness of each institution.
Goal 2: Develop green strategies and programs to save general fund resources and reduce the impact to the environment.
Goal 3: Support the Colleges' innovative ideas in entrepreneurial initiatives and resource development.
Goal 4: Develop and implement a plan to keep current with technology advancement.
Goal 5: Encourage and support creativity from all stakeholders to improve operations, systems delivery, and instruction District-wide.

SYSTEM EFFECTIVENESS

Riverside Community College District, like all of the State's educational systems, is experiencing a sustained, precedent-setting period of economic instability and fiscal challenge. Such a fiscal reality works to limit growth and challenges all to maximize effectiveness and create new ways and methods to maintain excellence. Above all, the District and Colleges are dedicated to continued diligence and creativity to ensure system efficiency and effectiveness. In this regard, District goals are to:

Goal 1: Develop efficient and effective processes and procedures that:
- Reduce red tape
- Eliminate redundancies
- Encourage collaboration
- Increase interdepartmental communication
- Reduce the number of meetings
- Promote on-going assessment in order to continually refine our educational technology capability to address future needs

Goal 2: Enhance and institutionalize operational and strategic planning processes that are: (a) deliberative, systematic, and data driven, (b) complement the District and College strategic and master plans, and (c) effectively prioritize new and ongoing resource needs.
Goal 3: Continue implementation and improvement of a comprehensive enrollment management plan and effectively coordinate program and course offerings within and between Colleges and centers to best serve students.
Goal 4: Refine the District functional map to better define responsibilities of various departments.

HISTORY AND DEVELOPMENT

Founded in 1916 in response to a general petition of the electors, Riverside Community College has served our communities for nearly nine decades. In the beginning, the College educated 100 students in classrooms on the Polytechnic High School campus.

On June 2, 1964, a separate five-person governing Board of Trustees was elected and the Riverside Junior College District was completely separated from the Riverside City School system. The legal entity which operates the college is officially known as the Riverside Community College District and encompasses the Alvord, Corona/Norco, Jurupa, Moreno Valley, and Riverside Unified School Districts and the Val Verde School District.

On February 3, 1964, the Board of Trustees authorized the purchase of a second site for a future campus in the Sierra area of Riverside. On July 1, 1984, the Corona/Norco Unified School District was annexed to the Riverside Community College District and on June 4, 1985, more than 141 acres of federal United States Navy land in Norco was acquired from the General Services Administration by way of the United States Department of Education. On March 16, 1987, 112 acres of privately-owned land in Moreno Valley was donated to the college by the Robert P. Warmington Company; in 1989, 20 more acres were added to the site.

The Moreno Valley and Norco campuses, opened in March 1991, have grown rapidly and were granted initial accreditation in January 2010. It is projected that by the year 2020, more than 57,000 students will attend classes at the three colleges.

DISTRICT MEMBERSHIPS

The three colleges of Riverside Community College District hold memberships in the Council for Higher Education Accreditation, the Accrediting Commission for Community and Junior Colleges, the Council on Law in Higher Education, the Commission on Athletics, the Community Colleges for International Education, the Community College League of California, the Consortium for North American Higher Education Collaboration, the American Council on Education, the Community College Leadership Development Initiatives, the College Board, the American Association of Community Colleges, the Hispanic Association of Colleges and Universities, The Riverside Downtown Partnership, the Greater Riverside Hispanic Chamber of Commerce, the Great Riverside Chamber of Commerce, the Corona Chamber of Commerce, the Greater Corona Hispanic Chamber of Commerce, the Moreno Valley Chamber of Commerce, Moreno Valley Hispanic Chamber of Commerce, and Moreno Valley African American Chamber of Commerce.

STRATEGIC COMMUNICATIONS AND INSTITUTIONAL ADVANCEMENT

Service to the community is a significant function of all public two-year colleges. An important part of this service is to provide the public with information about the college and the activities of its students, and to work with the community to further common goals through sponsorships and partnerships. At Riverside Community College District this is the responsibility of the Strategic Communications and Institutional Advancement. College departments are assisted with enrollment-development marketing; securing newspaper, radio and cable TV publicity; and publicizing their programs through District print and online publications.

ACADEMIC YEAR

The academic year consists of fall and spring terms, which extend from August to June, plus a winter and a summer session. The calendar for the 2013-2015 academic year appears in the front of the catalog. Courses offered during the various sessions are similar in scope and maintain equivalent standards.

THE RCCD FOUNDATION

Established in 1975, the RCCD Foundation, is a 501(c)(3) not-for-profit organization that provides support for scholarships, programs and special projects to benefit the students of the Riverside Community College District and its Colleges. Over the years, the RCCD Foundation has played a major role in several initiatives, including the acquisition of land for Moreno Valley College, expansion of the Early Childhood Studies building at Riverside City College, and Passport to College, and the purchase of the RCCD Alumni House. Scholarship support remains a central mission of the RCCD Foundation.

In 1991, the Foundation launched a successful $1 million Endowed Scholarship Campaign, at the time one of the largest scholarship campaigns undertaken by a community college. Today, thanks to tremendous support from individuals and businesses throughout the region, the Foundation's assets total more than $6.5 million, with $450,000 in scholarships distributed annually to incoming, continuing, and transferring students. In 2010, the RCCD Foundation successfully concluded Campaign RCC, a major gifts initiative that raised more than $21 million in cash, pledges and planned gifts to construct the Riverside Aquatics Complex, provide programmatic support for the School of Nursing and Science/Math Complex, provide Allied Health equipment for Moreno Valley College, and support the development of a construction management program at Norco College.

In 2016 the RCCD Foundation, in partnership with RCCD, launched **Invest in Excellence**, a comprehensive effort to secure private support for District and college priorities, coinciding with Riverside City College's 100th anniversary and the 25th anniversaries of Moreno Valley College and Norco College. The Campaign focuses on 4 pillars of excellence: student, academic, workforce and community. The Foundation encourages outright gifts, pledges and planned gifts to further the mission of the District. The RCCD Foundation Office is located in the RCCD Alumni House. To learn more about gift opportunities, please call (951) 222-8626 or visit the Foundation's website at www.rccd.edu /foundation.

RCCD ALUMNI HOUSE

In 1998, the RCCD Foundation raised the funds to enable RCCD to purchase the historic Alabaster Home, located at 3564 Ramona Drive. The residential property, now known as the RCCD Alumni House, overlooks Riverside City College, and serves as a gathering place for the community and college family—a place where traditions are celebrated and a legacy is built for future RCCD students. The upstairs rooms have been designated as offices for the RCCD Foundation. Downstairs rooms are regularly used for College and community meetings and events, as are the outside gardens. The RCCD Alumni House remains true to its heritage, preserving the many historic features found throughout the building. Offices located in the RCCD Alumni House are generally open Monday through Friday, 8 am-5 pm For more information, please stop by or call the RCCD Foundation at (951) 222-8626.

RCCD ALUMNI BRICK CAMPAIGN

In 2003, the RCCD Foundation officially launched the Alumni Brick Campaign in the garden courtyard of the RCCD Alumni House. The courtyard creates a beautiful focal point and a visual testament to alumni and friends. For a gift of $100 or more, you can purchase a brick and have it personalized to commemorate your time at an RCCD college, honor a friend or loved one, or celebrate an important milestone. More than 400 engraved bricks already have been installed. Call (951) 222-8626 for additional information or to order your Alumni Brick.

OPEN CAMPUS

The mission of Open Campus (OC) is to extend access to learning through distance education. Open Campus is responsible for distributing online-based courses and providing online-based technology training for faculty. The goal is to make learning available anytime, anywhere for students who need the flexible scheduling of an online learning program. Open Campus is a "campus without walls," distributing courses through online-based technologies including the Internet and streaming media. Distance education courses are academically equivalent to their on-campus counterparts and fulfill RCCD General Education, elective, and/or major requirements, with many classes transferable to four-year institutions.* Some certificate programs can be completed fully online. For further information about Open Campus and distance education options, visit www.opencampus.com.

*Always consult an RCCD counselor to review your Student Education Plan before taking any class to be sure it meets your particular goals.

RESERVE OFFICER TRAINING CORPS

Riverside Community College District students interested in the ROTC commissioning program can enroll in the Army ROTC program located at the Claremont Colleges, or the Air Force ROTC program located at Loyola Marymount University and taught at various locations throughout the greater Los Angeles area.

ARMY AND AIR FORCE ROTC PROGRAMS

Army ROTC

Through a cooperative arrangement sponsored by the Claremont Colleges and the Army, students can take the preliminary ROTC training at no cost while attending a community college. The Department of Military Science at the Claremont Colleges offers basic classes at California State University, San Bernardino and the Claremont Colleges. A student attends class each week for the initial year and the second year of ROTC training. Completion of this program permits a student transferring to a four-year institution full junior status in ROTC upon transfer. Completion of the community college portion of this program also could provide advanced grade placement should the student choose to serve in the military as an enlisted person.

Those interested in finding out more about Army ROTC should contact the Professor of Military Science, California State University, 5500 State University Parkway, San Bernardino, CA 92407-2397, Room SS124, Telephone (909) 537-5533.

Air Force ROTC

Air Force Reserve Officer Training Corps (AFROTC) offers two, three, and four-year programs leading to a commission as a second lieutenant in the United States Air Force. The AFROTC program is open to almost all students pursuing baccalaureate and graduate degrees. Classes consist of one hour of academics and two hours of leadership laboratory per week for freshmen and sophomores and three hours of academics and two hours of leadership laboratory per week for juniors and seniors. AFROTC offers numerous scholarship opportunities, but scholarships are not required to participate in the program. AFROTC offers a variety of one- to four-year scholarships valued up to 100% annual tuition, along with a nontaxable monthly stipend. Air Force ROTC is offered on the campuses of the University of Southern California, California State University-San Bernardino, and Harvey Mudd College. **You do not need to be a student of any of these colleges to get involved**. For more information contact the Department of Aerospace Studies at (213) 740-2670 or visit **www.usc.edu/afrotc/**. No military commitment is incurred until entering the junior year of the program or receipt of a scholarship after freshman year.

Regarding These Programs

For more information, contact the Loyola Marymount University Department of Aerospace Studies (AFROTC) at (310) 338-2770. Other AFROTC detachments are located at: University of California, Los Angeles, (310) 825-1742; University of Southern California, (213) 740-2670; San Diego State University, (619) 594-5545; and California State University, San Bernardino (909) 537-5440.

SPECIAL SUPPORTIVE SERVICES

Disabled Student Services

The colleges of Riverside Community College District offer a comprehensive program of support services to students with a documented disability. Students who have an acquired brain injury, physical disabilities, hearing impairments, learning disabilities, developmental disabilities, psychological disabilities, other health impairments, and temporary disabilities are eligible for the services which are provided according to individual need. For more information contact (951) 222-8060.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Riverside Community College District adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining education records. Although the college applies the provisions of FERPA in a strict manner, the law allows the college to release student directory information. RCCD, based on FERPA regulations, designates as directory information the following: student's name, major field of study, dates of attendance, enrollment status, (e.g., full-time/part-time) participation in officially recognized activities and sports, weight and height of members of athletic teams, and degree and awards received.

Students have the opportunity to request that their directory information be maintained as confidential. In completing the admission application, students are provided this opportunity. Students who are continuing students with RCCD may go to the Student Services office at Moreno Valley or Norco College or to the Admissions and Records office at Riverside City College and request to have directory information withheld.

The student's prior written consent is not required to disclose non-directory information under specific conditions according to FERPA regulations. (Included under this provision is the ability to disclosure education records to parents of a student under 18 years of age as defined in Section 152 of the Internal Revenue Code of 1986. Refer to www.rccd.edu/Pages/ferpa.aspx for more information.)

The Family Education Right and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the date RCCD receives a request for access. Copies are not provided if the student has an outstanding financial or other hold on the records. The District may assess a charge pursuant to Board Policy Regulation 3300 for furnishing copies of any education record. Students should submit to the Admissions and Records, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The RCCD official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the RCCD official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask RCCD to amend records that they believe are inaccurate or misleading. They should

write the RCCD official responsible for the record, clearly identify the part of the record they want to change, and specify why it is inaccurate or misleading. If RCCD decides not to amend the record as requested by the student, RCCD will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by RCCD in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom RCCD has contracted (such as an attorney, auditor, collection agent or agents or organizations conducting studies on behalf of the college); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, RCCD discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RCCD to comply with the requirements of FERPA.

The Riverside Community College District is dedicated to maintaining the absolute integrity of all student records as well as protecting the student's rights of access to those records. To this end, Administrative Regulations for granting of requests to inspect and review records are detailed in Board Policy 5040.

Students have the right to stop the use of their social security number in a manner otherwise prohibited by law by submitting a written request to Admissions and Records, along with a photo I.D. It is the responsibility of the student to update Web Advisor to advise the Admissions and Records Office of any change in address or telephone number and change of information forms are also available at www.rcc.edu.

GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

Education Code Section 70902(b)(3);
Title 5 Sections 55060, 55063-55064, and 53200(b)
Board Policy 4100
AP 4100

The College grants the degrees of Associate of Arts and Associate of Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 18 or more semester units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The Chancellor shall establish procedures to determine degree and certificate requirements. The procedures shall assure that graduation requirements are published in the District's catalog(s) and included in other resources that are convenient for students.

For the Associate of Arts or Sciences degree, a student must demonstrate competence in reading, in written expression, and in mathematics.

The student must satisfactorily complete at least 60 semester units of college work of which 18 semester units are a major or area of emphasis or career-technical program.

A definition of "college work" which provides that courses acceptable toward the associate degree include those which have been properly approved pursuant to Title 5 Section 55002(a) or, if completed at other than a California community college, would reasonably be expected to meet the standards of that Title 5 section.

The work must include at least 15 semester units of study in residence; exceptions to the residence requirement can be made by the Board of Trustees when an injustice or undue hardship would result.

The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality. Additional degree requirements include a five (5) semester unit minimum in health education and self-development.

Students may petition to have non-credit courses counted toward the satisfaction of requirements for an associate degree.

Board Policies and Administrative Procedures regarding general education and degree requirements must be published in the District catalog and must be filed with the California Community College Chancellor's Office.

For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

Shorter credit programs that lead to a certificate may be established by the District. Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of the District, meet a demonstrated need, are feasible and adhere to guidelines on academic achievement.

Certificates for which the State Chancellor's approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion or certificate of competency.

(This is the policy and/or procedure at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: www.rccd.edu/administration/board/Pages/BoardPolicies.aspx.)

INSTRUCTIONAL MATERIALS FEES

Board Policy 5031
Education Code Section 76365;
Title 5 Sections 59400 et seq.

The District has a strong commitment to ensuring accessibility to all its programs and services for residents of the District who are capable of benefiting from the experiences provided. As an important component of this "open door" policy, the District actively promotes low cost education for District residents. Where consumable items, supplies, or special services are necessary to enhance the educational experiences of students, the District is compelled to make reasonable charges to the students to assist in defraying the costs of providing these items, supplies, or special services.

Students may be required to provide instructional materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District. Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management or supervision.

Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.

Instructors shall take reasonable steps to minimize the cost of instructional materials.

Definitions
"Required instructional materials" means any materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which the instructor determines is necessary to achieve the required objectives of a course.

"Solely or exclusively available from the District" means that the instructional material is not available except through the District, or that the District requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) the instructional material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons or 2) the instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.

"Required instructional and other materials which are of continuing value outside of the classroom setting" are materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during class hours.

I. Announcement of Fees
All course material fees shall be printed in the class schedule and available on the District's web-site. Courses with fees will be properly flagged on materials used in the Office of Admissions and Records. A fee statement, including the amounts of the fees, will be included in the College Catalog (see Section VI Course Descriptions). The presence of fees on specific courses will also be included in all newspaper and periodical advertising of courses.

II. Collection of Fees
Course material fees will be collected with enrollment fees. Once classes have started, students will not be dropped for non-payment of fees. However, registration in subsequent terms will be blocked until such fees are paid.

III. Refunds
Students who withdraw from a class with a materials fee will receive a 100% refund through the first two (2) weeks of instruction or a proportional amount of time for a shorter-than-semester class. No refunds will be made after the second week of instruction or proportional amount of time for shorter-than-semester offering. A complete refund for material fees will be made on classes which are canceled by the College. Students will receive a materials fee credit in transferring from one fee class to another, providing the transfer occurs during the first two (2) weeks of class.

IV. Disbursements
Material fees collected will be credited to the General Fund (1000). Divisions will be informed of the amounts of fees collected and these funds will be budgeted and available for appropriate material expenditures.

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COURSE REPETITION

References:
Title 5 Sections 55000, 55045, 56029
Education Code Section 76224

When a student repeats a course that is not designated as repeatable and receives a satisfactory grade, then the student may not repeat the course again unless there is another provision that allows the repetition.

When a student repeats a course to alleviate substandard academic work, the previous grade and credit may be disregarded in the computation of grade point averages as long as the student is not allowed additional repetitions for more than three semesters or five quarters.

A. Students may repeat courses under the following circumstances:
   1. The student is repeating the course to alleviate substandard work which has been recorded on the student's record.
      a. The term substandard is defined as course work for which the evaluative grading symbol "D,"

"F," "FW" or "NP" has been recorded.

b. A student is limited to a maximum of three (3) allowable attempts per course including any combination of withdrawals (W's) or substandard grades. Withdrawals due to military orders (MW's) are not included in the number of allowable attempts.

c. A "Request for Course Repetition"* is required for any exceptions to "b" above.

2. The student's previous grade is, at least in part, the result of extenuating circumstances.

a. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. *

3. There has been a lapse of time (at least 36 months) since the student last took the course. (See Administrative Procedure 4228)

a. The course outline of record has been officially changed and demonstrates significant curricular changes.*

b. There has been a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Students may be asked to certify or document that there has been a significant change as noted necessitating course repetition.

4. A student with a disability may repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in section 56029. The district policy may allow the previous grade and credit to be disregarded in computing the student's GPA each time the course is repeated.

5. Repetition of courses where substandard work has not been recorded shall be permitted when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Students may be required to provide documentation that the course repetition is legally mandated.

a. Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average.

B. The policy and procedure may not permit student enrollment in active participatory courses, as defined in section 55000, in physical education, visual arts or performing arts that are related in content, as defined in section 55000, more than four times. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances as provided in section 55045.

C. The following conditions apply:

1. When course repetition occurs at RCCD, the permanent academic records will be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. Courses repeated will be indicated on the permanent record by using an appropriate symbol. In all instances, the most recent grade earned will be used to compute an adjusted grade point average.

2. For courses taken or repeated at another accredited college or university, the most recent grade earned in the repeated course will be used to compute an adjusted cumulative grade point average (GPA). The adjusted cumulative GPA will be used in determining eligibility for the cumulative GPA requirement for the Associate in Arts degree, Associate in Science degree and occupational certificates.

3. Procedures for course repetition shall be listed in the current official college catalogs.

4. Courses taken at other accredited colleges or universities for which substandard academic performance was recorded may be repeated.

5. The District will honor similar, prior course repetition action by other accredited colleges and universities.

Nothing in these Procedures can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors or with Title 5 or District procedures relating to retention and destruction of records.

When a student has exhausted the maximum allowed number of course attempts, they may petition for approval to repeat a course a final time if extenuating circumstances, consistent with 55045, justify such repetition.

*A Request for Course Repetition must be completed and can be obtained in Admissions office and the Dean of Instruction office on any campus. Requests are approved or denied by the Dean of Instruction, or designee.

COURSE REPETITION – SIGNIFICANT LAPSE OF TIME

References: Title 5, Section 55043, 55000, 55040

Students may be permitted to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time of no less than 36 months since the most recent grade was obtained.

Students are required to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time since the grade was obtained if:

- The District has established a recency prerequisite for a course or program; or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

If the District determines that a student needs to repeat an active participatory experience course in physical education or visual or performing arts, or an active participatory experience course that is related in content, 55000, due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions, 55040. If a student has already exhausted the number of repetitions permitted, an additional repetition due to significant lapse of time may be permitted or required by the District.

When a student needs to repeat an activity course due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional

repetition due to significant lapse of time may be permitted or required by the District.

When a course is repeated due to a significant lapse of time, the District may disregard the previous grade and credit when computing a student's grade point average.

A Request for Course Repetition is required and can be obtained in the college Admissions offices and from the offices of the Dean of Instruction at the three colleges. Requests are approved or denied by a Dean of Instruction, or designee.

COURSE REPETITION – VARIABLE UNITS

Reference: Title 5, Section 55044, 55040(b)

Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire course curriculum once, except if the course is an active participatory course in physical education, in which case each enrollment in a portion of the course counts toward the courses that are related in content limitation.

Students may not repeat any portion of the curriculum for the course unless:

- The course is required for legally mandated training; or
- The course is a special class for students with disabilities which needs to be repeated, 56029; or
- Repetition of the course is justified by extenuating circumstances, 55045; or
- The student wishes to repeat the course to alleviate substandard work, 55042

Each time a student enrolls in a physical education activity course offered on an open entry/open exit basis, regardless of the number of units for which the student enrolls, the enrollment shall count as a repetition of the course for the purposes of section 55041 and 58161.

REPEATABLE COURSES

Reference:
Title 5, Sections 55040, 55041, 55000, 55042, 55253 and 56029

Students may repeat courses in which a C or better grade was earned. Only the following types of courses are repeatable: courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree, intercollegiate athletics, and intercollegiate academic or vocational competition courses that are related in content.

The following conditions apply to repeatable courses:

A. For those courses that are designated as repeatable, a student may enroll multiple times in the course, but in most cases, the limit will be 4 enrollments.
B. Repeatable courses are identified in the college catalog.
C. All grades and units will be used in the computation of the grade point average and earned units, with the following exceptions:
   1. When a repeatable course is taken and a substandard grade earned, the course may be repeated to alleviate the substandard grade with the most recent grade used in the computation of the grade point average.
   2. Grades from other repeats will be used in the computation of the grade point average.

Students are allowed to repeat a course when repetition is necessary to enable that student to take courses that are determined to be legally mandated. These are courses that are required by statue or regulation as a condition of paid or volunteer employment. Students can repeat such courses any number of times, even if they received a grade of C or better; however, the grade received by the student each time will be included in calculations of the student's grade point average. Students may be required to provide documentation that the course repetition is legally mandated.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for that particular student as specified in 56029.

Students are allowed to repeat a course in occupational work experience under the circumstances described in section 55253. A student may earn a total of 16 semester units in occupational work experience. When an occupational work experience course is repeated, the grade received each time shall be included for the purposes of calculating the student's grade point average. If a college offers only one course in occupational work experience in a given field, students may be permitted to repeat this course any number of times as long as they do not exceed the limits set forth in 55253. After a student has attempted a course three (3) times and in instances where a student is permitted to repeat a course multiple times, the student may be required to register for the course, in person, at the Admissions and Records office of any campus.

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COMMITMENT TO DIVERSITY, NONDISCRIMINATION AND PROHIBITION OF HARASSMENT AND RETALIATION POLICIES

Board Policy 7100 Commitment to Diversity
Board Policy 3410 Nondiscrimination
Board Policy 3430 Prohibition of Harassment and Retaliation

A complete copy of the Board Policies cited can be found at www.rccd.edu/administration/board or www.rccd.edu/administration/humanresources, or by calling (951) 222-8039.

COMMITMENT TO DIVERSITY

Riverside Community College District is committed to building a diverse and accessible environment that fosters intellectual and social advancement. All District programs and activities seek to affirm pluralism of beliefs and opinions, including diversity of religion, gender, ethnicity, race, sexual orientation, disability, age and socioeconomic class. Diversity is encouraged and welcomed because RCCD recognizes that our differences as well as our commonalities promote integrity and resilience that prepares our students for the evolving and changing community we serve.

NONDISCRIMINATION

The Riverside Community College District Board of Trustees has adopted policies and procedures that comply with Federal and State laws relating to prohibition of discrimination and/or harassment on the basis of actual, perceived or association with others' ethnic group identification, national origin, religion, age, gender, gender identity, gender expression race, color, genetic information, ancestry, sexual orientation, or physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.

PROHIBITION OF HARASSMENT AND RETALIATION

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based actual, perceived or association with others' ethnic group identification, national origin, religion, age, gender, gender identity, gender expression race, color, genetic information, ancestry, sexual orientation, or physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear

COMPROMETIDOS A LA DIVERSIDAD

El Colegio Comunitario del Distrito de Riverside está comprometido a promover un ambiente accesible y diverso que fomente un avance intelectual y social. Todos los programas y actividades del Distrito buscan afirmar el pluralismo de las creencias y opiniones, incluyendo diversidad en la religión, género, origen étnico, raza, orientación sexual, discapacidades, edad y estado socio-económico. Alentamos y acogemos la diversidad porque RCCD reconoce que nuestras diferencias al igual que nuestras similitudes promueven la integridad y la fortaleza que prepara a nuestros estudiantes para evolucionar y cambiar la comunidad que servimos.

NO DISCRIMINACIÓN

El Consejo Directivo del Colegio Comunitario del Distrito de Riverside ha adoptado las políticas y los procedimientos que cumplen con las leyes federales y estatales relacionadas a la prohibición de discriminación y/o de acoso basados en algo real, percibición o asociación real con otras de identificaciones de los grupos étnicos, origen nacional, religión, edad, género, identidad de género, expresión de género, la información genética, ascendencia, orientación sexual, o discapacidad física o mental, raza, o cualquier característica o definido en la Sección 11135 del código de gobierno o cualquier característica que se encuentra en la prohibición de los Crímenes de Odio establecidas en la subdivisión (a) de la Sección 422,6 del Código Penal.

PROHIBICIÓN DE ACOSO Y REPRESALIAS

Todas las formas de acoso están en contra del nivel básico de conducta entre los individuos y están prohibidas por la ley federal y del estado, al igual que esta política, y no serán toleradas. El Distrito está comprometido a proveer un ambiente académico y de trabajo que respete la dignidad de los individuos y grupos. El Distrito estará libre de acoso sexual y de toda forma de intimidación y explotación sexual. También estará de libre de cualquier otro acoso ilegal, incluyendo aquel que esté basado en percibición o asociación real con otras de identificaciones de los grupos étnicos, origen nacional, religión, edad, género, identidad de género, expresión de género, la información genética, ascendencia, orientación sexual, o discapacidad física o mental, raza, o cualquier característica es definido en la Sección 11135 del código de gobierno o cualquier característica que se encuentra en la prohibición de los Crímenes de Odio establecidas en la subdivisión (a) de la Sección 422,6 del Código Penal.

Esta política se aplica a todos los aspectos del ambiente académico, incluido pero no limitado a las reglas del aula, grado, estado académico, oportunidades de empleo, becas, recomendaciones, acciones disciplinarias y la participación en cualquier actividad en un colegio comunitario.

El Distrito busca fomentar un ambiente en el cual todos los empleados y estudiantes se sientan libres de denunciar incidentes de acoso sin miedo

of retaliation or reprisal. Retaliation may involve, but is not limited to, the making of reprisals or threats of reprisals, intimidation, coercion, discrimination or harassment following the initiation of an informal or formal complaint. Such conduct is illegal and constitutes a violation of this policy.

Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint, who refers a matter for investigation or complaint, who participates in an investigation, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of unlawful discrimination or harassment.

FILING A COMPLAINT

This is a summary of your right to file an informal or formal complaint of discrimination or sexual harassment. This is only a summary. Please see Board Policies and Administrative procedures BP/AP3410 and BP/AP3430, and AP3435 for the complete District procedure.

INFORMAL/FORMAL COMPLAINT PROCEDURE:

- You have the right to request that the charges be resolved informally, at which time the District will undertake efforts to informally resolve the charges.
- You do not need to participate in informal resolution.
- You have the right to file a formal complaint, even if you have previously requested informal resolution (see below for the procedure for doing so).
- You will not be required to confront or work out problems with the person accused of unlawful discrimination.
- You may file a non-employment-based complaint with the U.S. Department of Education Office for Civil Rights (OCR) where such a complaint is within that agency's jurisdiction.
- If your complaint is employment-related, you may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.
- Retaliation is unlawful. If you feel you are being retaliated against as a result of filing a complaint, please contact the RCCD Diversity and Human Resources Department immediately.

PURPOSE OF THE INFORMAL RESOLUTION PROCESS:

The purpose of the informal resolution process is to allow an individual who believes she/he has been unlawfully discriminated against to resolve the issue through a mediation process rather than the formal complaint process. Typically, the informal process will be invoked when there is a simple misunderstanding or you do not wish to file a formal complaint. Resolution of an informal complaint may require nothing more than a clarification of the misunderstanding or an apology from the alleged offender and an assurance that the offending behavior will cease. You will be notified of the outcome of the investigation in the informal process, and will also be notified of the resolution proposed by the District.

If you pursue the informal process, you should note the following important points:

a amenazas o represalias. Las represalias pueden involucrar pero no están limitadas a hacer represalias o amenazas de las mismas, intimidación, coerción, discriminación o acoso seguido por el inicio de una queja formal o informal. Tal conducta es ilegal y constituye la violación de esta política.

Por lo tanto, el Distrito también prohíbe estrictamente las represalias en contra de cualquier individuo por haber presentado una queja, quien remite un asunto o, queja para ser investigado, quien participe en una investigación, quien represente o defienda a una presunta víctima o un presunto delincuente, o de quien promueva los principios de discriminación ilegal o acoso.

PRESENTAR UNA QUEJA

Este es un resumen del derecho que usted tiene a presentar una queja formal de discriminación o de acoso sexual. Este es sólo un resumen. Por favor vea la Política de la Junta Directiva Escolar y los Procedimientos Administrativos BP/AP 3410 y BP/AP 3430, y AP 3435 para el procedimiento completo del Distrito.

PROCEDIMIENTO PARA UNA QUEJA FORMAL/ INFORMAL:

- Usted tiene derecho a solicitar que los cargos sean resueltos informalmente, durante este tiempo, el Distrito se encargará de hacer lo necesario para solucionar los cargos informalmente.
- Usted no necesita participar en una resolución informal.
- Usted tiene derecho a presentar una queja formal, aún en el caso que anteriormente haya solicitado una resolución informal (mire la parte posterior para el procedimiento a seguir en este caso).
- A usted no se le pedirá que confronte o que trate de resolver los problemas con la persona acusada de discriminación ilícita.
- Usted puede presentar una queja que no esté relacionada con el empleo en la Oficina del Departamento de Educación de los Estados Unidos para los Derechos Civiles (OCR, por sus siglas en inglés) siempre y cuando dicha queja esté dentro de la jurisdicción de esa agencia.
- Si su queja está relacionada con el empleo, usted puede presentar una queja en la Comisión de Igualdad en Oportunidad de Empleo de los Estados Unidos (EEOC, por sus siglas en inglés) y/o al Departamento de Igualdad en el Empleo y la Vivienda (DFEH, por sus siglas en inglés) siempre y cuando dicha queja esté dentro de la jurisdicción de esa agencia.
- Las represalias están prohíbidas por la ley. Si usted cree que hay represalias en su contra como resultado de haber presentado una queja, por favor póngase en contacto con el Departamento de Diversidad y Recursos Humanos de RCCD.

EL PROPOSITO DE LA RESOLUCIÓN INFORMAL:

El propósito del proceso en una resolución informal es permitir que un individuo, el cual cree ha sido ilícitamente discriminado en contra, pueda resolver la situación por medio de un proceso de mediación en lugar de un proceso de queja formal. Típicamente, el proceso informal será invocado cuando haya un simple malentendido, o usted no desee presentar una queja formal. La resolución de una queja informal puede que no requiera más que una aclaración del malentendido o una disculpa por parte del supuesto ofensor y una afirmación de que la coducta ofensiva cesará. Usted será notificado acerca del resultado de la investigación del proceso informal, y también será notificado de la resolución propuesta por el Distrito.

Si usted da seguimiento al proceso informal, deberá tomar en cuenta los siguientes puntos importantes:

- You will need to sign a document which indicates that you have selected the informal resolution process.
- The District will complete its investigation within the time period required by Board Policy unless you voluntarily rescind your complaint prior to completion.

Selecting the informal resolution process does not prevent you from later deciding to file a formal complaint (subject to all of the rules for filing a formal complaint). You can do this while the informal process is still underway, or if the informal process has been completed and you are not satisfied with the outcome of the District's proposed resolution, provided that the time period for filing a formal complaint has not passed.

HOW TO FILE A FORMAL COMPLAINT:

- The complaint must be filed on a form prescribed by the State Chancellor's Office. That form is available at www.rccd.edu/administration/board/Pages/BoardPolicies.aspx, www.rccd.edu/administration/human resources from the Diversity and Human Resources Department, or on the State Chancellor's Web page at www.cccco.edu.
- The complaint must allege unlawful discrimination prohibited under Title 5, Section 59300.
- The complaint must be filed by one who alleges that she/he has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in her/his official capacity as a faculty member or administrator.
- In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which you knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination.
- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if you first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.
- You can file a complaint with the:

Diversity, Equity and Compliance
Riverside Community College District
3801 Market Street
Riverside, CA 92501
(951) 222-8039
www.rccd.edu

or with the:

Legal Affairs Division
Office of the Chancellor
California Community Colleges
1102 Q Street
Sacramento, CA 95811-6549

- Usted necesitará firmar un documento el cual indique que usted ha elegido el proceso de la resolución informal.
- El Distito completará su investigación en el periódo de tiempo requerido por la política de la Junta Directiva Escolar, a menos que usted voluntariamente rescinda da su queja antes de ser terminada la investigación.

El seleccionar el proceso de resolución informal, no le impide a usted el poder tomar la decisión de presentar una queja formal posteriormente (sujeto a todas las reglas para presentar una queja formal). Usted puede hacer esto mientras el proceso informal esté en curso, o si el proceso informal ha sido completado y usted no está satisfecho con el resultado o la resolución propuesta por el Distrito, siempre y cuando que el periódo de tiempo para presentar una queja formal no haya terminado.

COMO PRESENTAR UNA QUEJA FORMAL:

- La queja debe ser presentada utilizando el formulario indicado por la oficina del Rector del Estado. El formulario está disponible en www.rccd.edu/administration/board/Pages/BoardPolicies.aspx, www.rccd.edu/administration/human resources en la oficina de Diversidad y Recursos Humanos, o en la página de internet del Rector del Estado en www.cccco.edu.
- Le queja debe declarar discriminación ilícita bajo el Título 5, sección 59300.
- Le queja debe de ser presentada por la persona que declara que él/ella ha sufrido personalmente discriminación ilícita o por aquella persona que se ha enterado de tal discriminación ilícita en su función oficial como miembro de la facultad o administrador.
- En cualquier queja que no involucre un empleo, la queja deberá ser peresentada en el espacio de un año a partir de la fecha de la presunta discriminación ilícita o en el espacio de un año a partir de la fecha en la cual usted se enteró o debió haberse enterado de los hechos que fundamentan el incidente específico o los incidentdes de la presunta discriminación ilícita.
- En situaciones en que la queja confirma discriminación en el empleo, la queja deberá ser prersentada en de 180 días a partir de la fecha en que la presunta discriminación ilícita ocurrió, con la excepción de que este período será extendido por no más de 90 días seguido a la fecha de expiración de los 180 días, si usted se enteró de los hechos de la supuesta discriminación después de la fecha de expiración de los 180 días.
- Usted puede presentar una queja con el:

Diversity, Equity and Compliance
Riverside Community College District
3801 Market Street
Riverside, CA 92501
(951) 222-8039
www.rccd.edu

o con:

Legal Affairs Division
Office of the Chancellor
California Community Colleges
1102 Q Street
Sacramento, CA 95811-6549

WHAT HAPPENS WHEN A FORMAL COMPLAINT IS FILED?

The District will then conduct an investigation. Within 90 days of receiving an unlawful discrimination complaint filed under Title 5, Sections 59300 et seq., the District will complete the investigation and forward a copy of the investigative report, or a summary, to you along with a notice of your right to appeal to the District Board of Trustees and the State Chancellor's Office. The investigative report, or summary, is the District's Administrative Determination.

COMPLAINANT'S APPEAL RIGHTS

You, as the complainant, have appeal rights that you may exercise if you are not satisfied with the results of the District's Administrative Determination. At the time the investigative report and/or summary is mailed to you, the responsible District officer or her/his designee will notify you of your appeal rights as follows:

ALL APPEALS MUST BE IN WRITING

(E-mail is not a satisfactory method.)
First Level of Appeal: You have the right to file an appeal with the District's Board of Trustees within fifteen (15) calendar days from the date of the Administrative Determination. The District's Board of Trustees will review the original complaint, the Administrative Determination, and the appeal.

In order to appeal to the District's Board of Trustees, please send a written request within the required time period to the attention of:

District Board of Trustees
c/o Diversity, Equity and Compliance
Riverside Community College District
3801 Market Street
Riverside, CA 92501

The District's Board of Trustees will issue a final District decision in the matter within forty-five (45) calendar days after receiving the appeal. Alternatively, the District's Board of Trustees may elect to take no action within forty-five (45) calendar days, in which case the Administrative Determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the District's Board of Trustees will be forwarded to you and to the State Chancellor's Office.

Second Level of Appeal: You have the right to file an appeal with the California Community Colleges Chancellor's Office in any case not involving employment-related discrimination within thirty (30) calendar days from the date that the District's Board of Trustees issues the final District decision or permits the Administration Determination to become final by taking no action within forty-five (45) calendar days. The appeal must be accompanied by a copy of the decision of the District Board of Trustees or evidence showing the date on which complainant filed an appeal with the District Board of Trustees within forty-five (45) calendar days from that date.

In any case involving employment-related discrimination, you have the right to file an appeal with the Department of Fair Employment and Housing (DFEH) or the U.S. Equal Employment Opportunity Commission (OCR).

¿ QUÉ SUCEDE CUANDO SE PRESENTA UNA QUEJA FORMAL?

El Distrito entonces conducirá una investigación. Después de 90 días de haber recibido la queja de la presunta discriminación bajo el Título 5, secciones 59300 et seq., el Distrito completará la investigación y le enviará a usted una copia del reporte de la investigación, o un resumen del mismo, junto con la notificación de su derecho a apelar la decisión ante le Junta Directiva Escolar del Distrito y la oficina del Rector del Estado. Este reporte de investigación es la Determinación Administrativa del Distrito.

DERECHOS DE APELACIÓN DE LA PERSONA AFECTADA

Usted, como persona demandante, tiene derechos que puede ejercer para apelar si no está satisfecho con los resultados de la Determinación Administrativa del Distrito. En el momento en que el reporte de investigación y/o el resumen le sea enviado a usted por correo, el oficial responsable del Distrito y/o su designado/a le notificará a usted acerca de los derechos que tiene para solicitar una apelación de la siguiente manera:

TODAS LAS APELACIONES DEBERÁN SER HECHAS POR ESCRITO

(El correo electrónico no es un método satisfactorio.)
Primer Nivel de Apelación: Usted tiene el derecho de solicitar una apelación a los Miembros de la Junta Directiva Escolar en el espacio de 15 días o a partir de la fecha en que la Determinación Administrativa fue hecha. Los Miembros de la Junta Directiva Escolar revisarán la queja original, la Determinación Administrativa y la apelación.

Por favor envie una petición por escrito para solicitar una apelación a los Miembros de la Junta Directiva Escolar en el período de tiempo indicado, dirigido a:

District Board of Trustees
c/o Diversity, Equity and Compliance
Riverside Community College District
3801 Market Street
Riverside, CA 92501

Los miembros de la Junta Directiva Escolar darán una decisión final del Distrito acerca del asunto dentro de 45 días después de haber recibido la apelación. Alternativamente, los Miembros de la Junta Directiva Escolar pueden elegir no tomar ninguna acción en el espacio de 45 días, en este caso la decisión original en cuanto a la Determinación Administrativa será considerada afirmativa y será la decisión final del Distrito en este asunto. Usted recibirá una copia de la decisión final hecha por los Miembros de la Junta Directiva Escolar del Distrito y otra copia será enviada a la oficina del Rector del Estado.

Segundo Nivel de Apelación: Usted tiene el derecho de solicitar una apelación a la oficina del Rector de Colegios Comunitarios de California en cualquier caso que no involucre discriminación relacionada con el empleo, en el espacio de 30 días o a partir de la fecha en que los Miembros de la Junta Directiva Escolar dictaminen la Decisión final del Distrito o permitan que la Determinación Administrativa sea la Decisión final al no tomar ninguna acción el el espacio de 45 días. La apelación debe ser acompañada de una copia de la decisión de los Miembros de la Junta Directiva Escolar del Distrito o evidencia que muestre la fecha en que el demandante solicitó una apelación a la Junta Directiva Escolar del Distrito en el espacio de 45 días a partir de esa fecha.

En cualquier caso que involucre discriminación con el empleo, usted tiene derecho a solicitar una apelación en el Departamento de Igualdad de Empleo y Vivienda o la Comisión de los Estados Unidos para Oportunidad de Igualdad en el Empleo.

(These are the policies and/or procedures at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: www.rccd.edu/administration/board/Pages/BoardPolicies.aspx.)

CONTACT INFORMATION (PARA MAYOR INFORMACIÓN COMUNICARSE A)

Diversity, Equity and Compliance
Riverside Community College District
3801 Market Street
Riverside, CA 92501
www.rccd.edu

Department of Fair Employment and Housing (DFEH)
Los Angeles District Office
1055 West 7th Street
Suite 1400
Los Angeles, CA 90017
(800) 884-1684
TTY (800) 700-2320
www.dfeh.ca.gov

Equal Employment Opportunity Commission (EEOC)
Los Angeles District Office
Roybal Federal Building
255 East Temple Street, 4th Floor
Los Angeles, CA 90012
(800) 669-4000
TTY (800) 669-6820
www.eeoc.gov

U.S. Department of Education Office for Civil Rights (OCR)
50 Beale Street, Suite 7200
San Francisco, CA 94105
(415) 486-5555
TDD (877) 521-2172
www.ed.gov

State Chancellor's Office
California Community Colleges (CCCO)
1102 Q Street
Sacramento, CA 95811-6549
(916) 445-4826
www.cccco.edu

DISTRICT ACADEMIC ADMINISTRATION

BAJAJ, PANKAJ **Dean, Educational Services**
B.E., MIT, M.I.S., University of Missouri, St. Louis. At Riverside Community College District since 2001.

BURKE, MICHAEL **Chancellor**
B.A., M.A., Ph.D., University of Texas at Austin. At Riverside Community College District since 2014.

KEELER, RICHARD **Dean, Grants**
B.A., University of La Verne; B.A., M.A., University of California, Berkeley. At Riverside Community College District since 2000.

TORRES, DAVID **Dean, Institutional Research and Strategic Planning**
B.A., M.A., California State University, Fullerton. At Riverside Community College District since 1993.

FACULTY EMERITI

Thomas Allen, Associate Professor Emeritus, English
David Almquist, Associate Professor Emeritus, Kinesiology
Michael Amrich, Professor Emeritus, Chemistry
Lorraine Anderson, Dean Emerita
Sally Armstrong, Professor Emerita, Art
Hilda Attride, Professor Emerita, English
Jo Ann Bailey, Professor Emerita, Library Services
David V. Baker, Associate Professor Emeritus, Sociology
Theodore Banks, Professor Emeritus, Physical Education
James Baylor, Professor Emeritus, Business Administration
Doug Beckstrom, Professor Emeritus, Dental Technology
Henry Z. Benedict, Professor Emeritus, Counseling
Joe Bennett, Professor Emeritus, Automotive Technology
Shailesh D. Bhatia, Associate Professor Emeritus, Computer Information Systems
Richard Bevan, Professor Emeritus, Dental Technology
John S. Biehl, Professor Emeritus, Biology and Health Services
Elizabeth Bigbee, Dean Emerita, Learning Resources
Janis Binam, Professor Emerita, Anthropology
Donald Birren, Professor Emeritus, Physical Education
Douglas Bond, Professor Emeritus, Chemistry
Douglas Bowen, Associate Professor Emeritus, English as a Second Language
Glen Brady, Director Emeritus, Distance Education
Friedrich Brose, Professor Emeritus, Library Services
C. Kenneth Brown, Professor Emeritus, Instructional Media
Marsha Brown, Assistant Professor of CTE Emerita, Cosmetology
William Brown, Professor Emeritus, Physical Education and Counseling
Vern Browne, Professor Emeritus, Computer Information Systems
Patricia Bufalino, Dean Emerita
Daria Burnett, Dean Emerita
Robert Burris, Assistant Professor of CTE Emeritus, Air Conditioning
Ronald Burton, Professor Emeritus, English
James Buysse, Vice Chancellor Emeritus, Administration and Finance
Shelagh Camak, Vice President Emerita, Workforce Development
Michael Chaks, Professor Emeritus, Accounting
Joy Chambers, Dean Emerita, Enrollment Services
Linda Chang, Professor Emerita, Library Services
JoAnn Chasteen, Professor Emerita, Nursing
Achinta Chatterjee, Professor Emeritus, English
Jill M. Christiansen, Associate Professor Emerita, Nursing
Mike Churchill, Professor Emeritus, Physical Education
Eileen Colapinto, Professor Emerita, Counseling
Marie Colucci, Professor Emerita, Nursing
Diane Conrad, Associate Professor Emerita, Communication Studies
George Conrad, Professor Emeritus, Machine Shop Technology
Lisa A. Conyers, Associate Professor Emerita, Spanish
Janet Cordery, Associate Professor Emerita, Counseling
Gerald Cordier, Assistant Professor of CTE Emeritus, Drafting
Frank Corona, Professor Emeritus, Spanish
Sharon L. Crasnow, Distinguished Professor Emerita, Philosophy
Lois O. Cresgy, Professor Emerita, Physical Education
Arthur Dassow, Professor Emeritus, Counseling
Foster Davidoff, Superintendent/President, Emeritus
Richard Davin, Professor Emeritus, Sociology
Brenda Davis, President Emerita
Betty Day, Professor Emerita, English
Leslie Dean, Professor Emeritus, Geography
Philip Denham, Professor Emeritus, English/Mathematics
Jo Dierdorff, Professor Emerita, Dance
Arthur B. Dietrich, Professor Emeritus, Automotive Technology
Deborah DiThomas, Vice President Emerita, Student Services
JoEllen Dooley, Professor Emerita, Library Services
Roger Duffer, Professor Emeritus, Music
Olga Dumer, Associate Professor Emerita, English as a Second Language
Jose Duran, Professor Emeritus, Business Administration
Joseph G. Eckstein, Associate Professor Emeritus, Geography
John Elliott, Professor Emeritus, Physics
Kathryn Farris, Professor Emerita, Physical Education
Brenda Farrington, Professor Emerita, Counseling
Richard Finner, Professor Emeritus, Applied Digital Media and Printing
Arend Flick, Professor Emeritus, English
Mary Flyr, Professor Emerita, Early Childhood Education
Bernard Fradkin, Dean of Instruction Emeritus
Annette Gaines, Professor Emerita, Nursing
Carlos Garcia, Associate Professor Emeritus, Drafting
Robert L. Garvin, Professor Emeritus, Automotive Technology
John Georgakakos, Professor Emeritus, Chemistry
Sharon Gillins, Professor Emerita, Film, Television & Video
Garnett Lee Gladden, Professor Emeritus, Psychology
Grace Goodrich, Professor Emerita, Accounting/Business/CIS
Pauline Goss, Professor Emerita, Nursing
Douglas E. Graham, Associate Professor Emeritus, Student Activities
Lyn Greene, Associate Professor Emerita, Political Science
Dayna Gregg, Professor Emerita, Art
Helen Hadden, Professor Emerita, Business
Michael Hain, Professor Emeritus, Biology
Lewis Hall, Associate Professor Emeritus, Computer Information Systems
Allen E. Hansen, Professor Emeritus, Mathematics
Wihelmina Hathaway, Professor Emerita, Chemistry
Judy Haugh, Professor Emerita, Counseling
Raphael C. Hawley, Professor Emeritus, Physics and Astronomy
Lauris Hazlett, Professor Emeritus, Mathematics
Carol Hensel, Professor Emerita, Home Economics
Paul (Chip) Herzig, Professor Emeritus, Computer Information Systems
Alta Hester, Professor Emerita, Counseling
Jimmie Hill, Professor Emeritus, Counseling
Patricia Hora, Professor Emerita, Nursing
Lin Duan Howard, Associate Professor Emerita, English
Lisa Howard, Professor Emerita, Nursing
Susan Ingham, Professor Emerita, English
Ali Y. Issa, Associate Professor Emeritus, Health Sciences
Bruce Jackson, Professor Emeritus, Counseling
Charles Jackson, Professor Emeritus, Anthropology and Sociology
Henry Jackson, Professor Emeritus, Welding
Charlene Jeter, Professor Emerita, Counseling
George Jiang, Professor Emeritus, English & Speech

Gilbert Jimenez, Professor Emeritus, History
Cecil Johnson, Professor Emeritus, Biology
Kristina Kauffman, Associate Vice Chancellor Emerita
Renee Kimberling, Director Emerita, Health Services
Theodore Knipe, Professor Emeritus, Psychology
LeeAnn Kochenderfer, Professor Emerita, Learning Disabilities
Janice Kollitz, Professor Emerita, English
Lee Kraus, Professor Emeritus, English
Carolyn Sue Kross, Professor Emerita, Nursing Education
Wilma LaCava, Professor Emerita, Nursing
Taiko Lacey, Professor Emerita, Office Administration
Mary Lange, Professor Emerita, Nursing
Louis Larson, Professor Emeritus, Geography
Susan Lawrence, Professor Emerita, Counseling
Jim Leatherwood, Dean Emeritus, Occupational Education
Edward Ledford, Professor Emeritus, English
Eva Leech, Professor Emerita, Nursing
Gloria Leifer Hartston, Professor Emerita, Nursing
Ruby (Strahan) Lockard, Professor Emerita, Cosmetology
Gary Locke, Associate Professor Emeritus, Music
John Locker, Professor Emeritus, Criminal Justice
Dwight Lomayesva, Professor Emeritus, History
George Londos, Professor Emeritus, Biology
Ann Marie Lyons, Professor Emerita, Mathematics
Ray Maghroori, Provost/Vice Chancellor Emeritus, Educational Services
Anita Maradiaga, Professor Emerita, Nursing
Jean Marsh, Professor Emerita, Cosmetology
W. Paul Matthews, Professor Emeritus, Engineering
Paula McCroskey, Dean Emerita
Virginia McKee-Leone, Dean of Instruction Emerita
Leighton McLaughlin, Professor Emeritus, Journalism
Ron McPherson, Professor Emeritus, Computer Information Systems
Rosario Mercado, Associate Professor Emerita, Spanish
Leonard Metcalf, Associate Dean Emeritus, Student Personnel Services
Kim Metcalfe, Associate Professor Emerita, Early Childhood Education
Michael Meyer, Professor Emeritus, English
Delores Middleton, Professor Emerita, Physician Assistant
Joseph B. Miller, Professor Emeritus, Health Science
V. Eva Molnar, Professor Emerita, Business Administration
Michael Montano, Professor Emeritus, Mathematics
David Moody, Professor Emeritus, Mathematics
Paul Moores, Associate Professor Emeritus, Library Services
Gloria Jean Morgan, Professor Emerita, Cosmetology
James Morrison, Professor Emeritus, Biology
Donald Myers, Professor Emeritus, Biology
Lorraine Ogata, Professor Emerita, Reading
May R. Paquette, Professor Emerita, Office Administration
Al Parker, Professor Emeritus, History and Political Science
John Partida, Professor Emeritus, Cosmetology
Bonnie Pavlis, Professor Emerita, Humanities
Patricia Peters, Professor Emerita, Physical Education
Louise Peterson, Professor Emerita, Home Economics
Gail Piestrup, Professor Emerita, English
Joan Pleasants, Professor Emerita, Chemistry
Carolyn L. Quin, Professor Emerita, Music
Richard Ramirez, Vice President Emeritus, Student Services
Natalie Ringlund, Professor Emerita, Physical Education
Cheryl Roberts, Professor Emerita, Early Childhood Studies
John A. Rosario, Associate Professor Emeritus, Anatomy/Physiology
Nancy Rose, Professor Emerita, Library Science
Salvatore Rotella, Chancellor Emeritus
Phyllis Rowe, Professor Emerita, Nursing
Joan Royce, Professor Emerita, Psychology
Mary Ryder, Professor Emerita, Counseling
Fernando Salcedo, Professor Emeritus, Spanish
Carol Salgado, Professor Emerita, Early Childhood Studies
June Saunders, Professor Emerita, Nursing
Darrell Sausser, Professor Emeritus, Music
Janice Schall, Professor Emerita, Sociology
Robert Schermerhorn, Professor Emeritus, Physical Education and Athletics
Richard Schneider, Professor Emeritus, Psychology
Donna K. Schutte, Professor Emerita, Nursing
Joan Semonella, Professor Emerita, Speech Communication
Kenneth Shabell, Professor Emeritus, Mathematics
Selby Sharp, Professor Emeritus, Chemistry, Engineering and Mathematics
Terrance Shaw, Professor Emeritus, Anatomy and Physiology
Kathy R. Slicer, Associate Professor Emerita, Nursing
David Slocum, Assistant Professor of CTE Emeritus, Automotive Technology
Roger Sliva, Professor Emeritus, Automotive Body Technology
Karin Skiba, Professor Emerita, Art
Deborah Smith, Associate Professor Emerita, Mathematics
Katie Smith, Professor Emerita, Reading
Diane Solorzano, Professor Emerita, English
Paula Stafford, Assistant Professor of CTE Emerita, Physician Assistant
Dorothy Steck, Professor Emerita, Nursing
Sylvia Stone, Visiting Assistant Professor Emerita, Nursing
Linda Stonebreaker, Professor Emerita, Reading
Letha Strain, Professor Emerita, Office Administration
August (Bud) Tedesco, Professor Emeritus, Film, Television & Video
Sylvia A. Thomas, Associate Vice Chancellor Emerita, Educational Services
Margaret Thompson, Professor Emerita, Home Economics
John Thornton, Professor Emeritus, Reading
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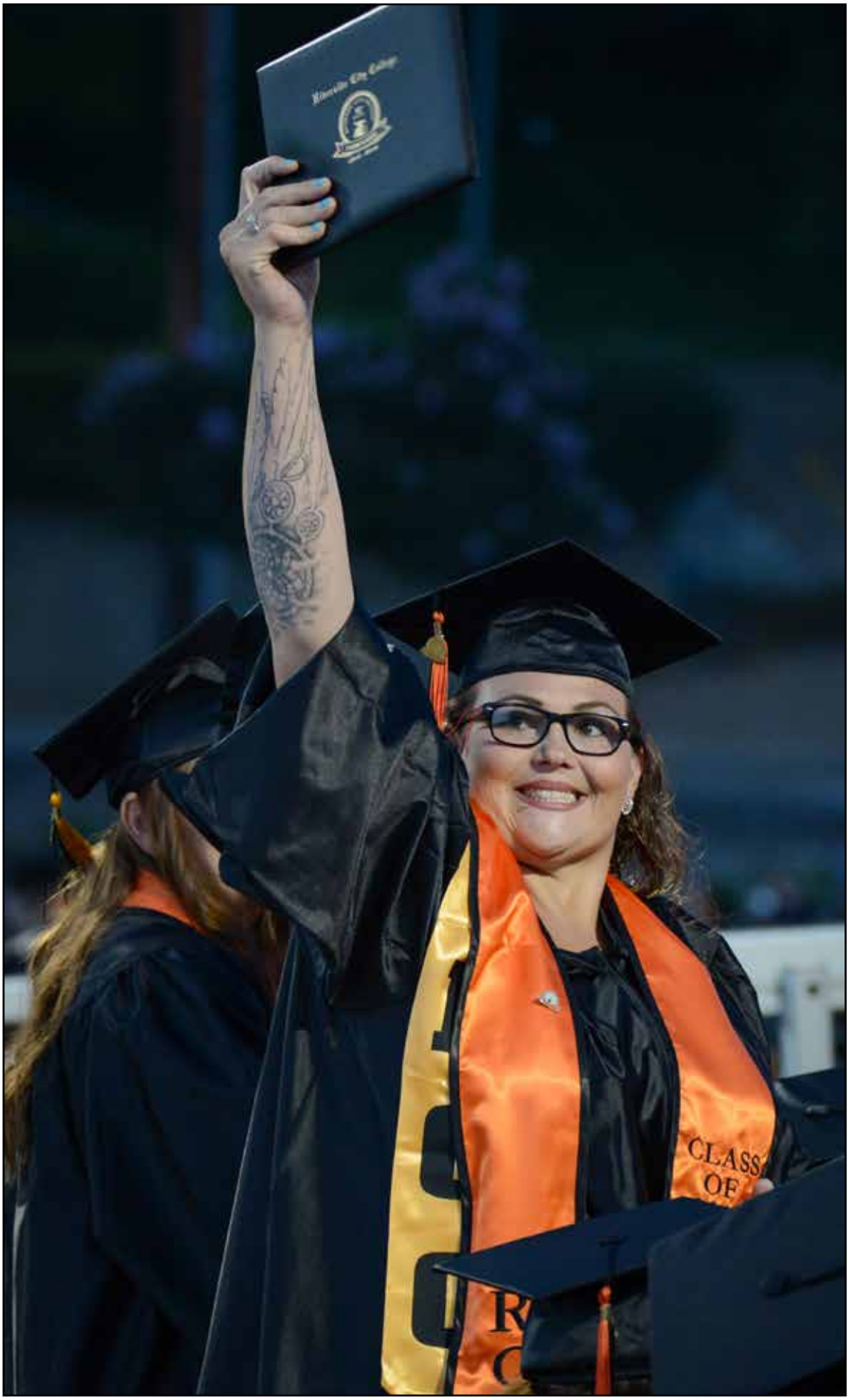
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