are available to assist you as needed. This [school contact list](#) provides information on how to reach them and where the office is located, when they are working on campus. For additional information related to your work as a full-time faculty, be sure to visit and bookmark the [Full Time Faculty Information page](#).

Handling Fraudulent Enrollments
Since 2021, all California Community Colleges have been impacted by a variety of threat actors who are engaging in fraudulent enrollment activities. These "fake" students are enrolling primarily in online asynchronous classes with the intent of engaging in financial aid fraud.

If you have any questions or concerns about potentially fraudulent enrollments in your class, please reach out to your dean for additional support and information.

Accepting Your Term Workload (Load Card) for Spring 2025
Some of you may have already received an email from your dean notifying you that your Term Workload is ready to review and accept in SURF. If not, be on the lookout for this email. Once you receive it, log in to SURF, verify and accept your Term Workload within five business days of receipt. If there are any discrepancies, please contact your dean for an update to your Term Workload, then verify and accept the revised workload within five business days. Payroll uses the accepted Term Workload as the basis for your pay and it is kept in your personnel file. Be sure to keep a copy for your records. *Note*: A hard copy of your assignment letter will NOT be sent to you.

Flex Obligation
Full-Time Faculty: Full-time faculty confirm their flex obligation by electronically signing their load card in SURF by the end of the second week of class. All full-time faculty are required to report all completed and projected flex hours by June 1, 2025. All professional development activities required to fulfill their flex obligation must be complete by June 30, 2025.

There is a comprehensive PDP website in Canvas. It includes "how to" videos on a range of topics:
    Where Do I Find the PDP Canvas Site and MyFlex
    How the Flex Transcript Works
    Entering Professional Development Activities on the Transcript

There is also a dedicated page for Full-time Faculty, as well as, a FAQ page. You can also learn how you can qualify for PDP Travel Funds. Feel free to contact Ariel Locke or Aaron Roberts for more information about FLEX.

Distance Education
All faculty should review Administrative Procedure on Distance Education AP4105. Key requirements for faculty and department chairs include:

    Establish regular and substantive interaction in distance education between instructor and students Depending on the Course Outline of Record, you may also need regular and substantive interaction *among* students in a distance education class – consult with your department chair if you are unsure.
    Monitor students' engagement and success, and promptly and proactively initiate substantive interaction with students when needed on the basis of such monitoring and upon request by a student.
    Help students in a DE course section to be aware of MiraCosta College support services and resources, especially those available online.
    Communicate with students in the syllabus and/or other course documents regarding instructor contact, feedback, and absences.
    Monitor progress and track attendance: Students in distance education (DE) courses should not be considered "present" through course accesses alone. Rather, attendance online be (10(ts)2 4(5)21888.01(da)4 (nc)8 (e)13 (:)]TJ 0 Tc 0 Tw 4.9 0 TA001 Tcj EMC ET /Artifact

enrollments, which may attempt to avoid being dropped through minimal, often non-sensical br formulaic completion of required class activities.

Comply with federal authentication requirements. Faculty who do not make their DE courses available in the Canvas system by the first day of the week in which the class begins should be prepared to describe how they are using proctored exams or "new or other technologies and practices that are effective in verifying student identification." [See more details about this requirement and procedures for ensuring compliance](#).

Ensure that distance education classes fully [comply with state and federal accessibility requirements](#)

The [MiraCosta Online Class Quality Guidelines](#) provide further helpful, faculty-friendly principles and ideas for good practice in online instruction at MiraCosta College.

<u>Distance Education Training Requirements</u>

All faculty members assigned to teach distance education courses at MiraCosta College are required to

Your course syllabus and related information must adhere to the official course outline that has been approved via the curricular process for MiraCosta College. This information is stored in our curriculum database, CurriQunet META, which you can view as a guest.

Admissions & Records ask that faculty include on their syllabi Important add and drop dates

Request from Student Accessibility Services
Student Accessibility Services (SAS) is requesting assistance by including the following statement on your syllabus:

Academic Accommodations:
If you have a disability or medical condition impacting learning and have notTjEMC P Student (n) 40 346 DV3 BB

the course needed. Scroll to the bottom of the page to find the "*printer friendly version*" link to obtain a PDF copy of your census roster. Once in PDF format, sign it, save it, and email the document to Eva Viveros, assistant registrar, at eviveros@miracosta.edu

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Wait Listing

Once a class is filled, students have the option to be placed on a [wait list](). The wait list capacity is the same as the class size maxima (for noncredit classes, unless otherwise noted, the wait list size is the same as the class size maxima). [Wait listed students can be found](#) in SURF on the

<u>Breaks in Classes</u>
For your online classes

Emergency Response App. which requires no login. The Emergency Response App. provides short bullet point response plans for a variety of different emergency scenarios. Both plans can be found on the College Police website. [Click here for additional campus safety tips](#)