CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
PALM DESERT CAMPUS

A Resource Guide at the
CSUSB Palm Desert Campus

2024-2025

Note: All information contained herein is current, as of August 2024, unless otherwise noted. Information may change over the course of the year. While some components, such as contact lists, will be sent out as needed during the academic year, any edits, additions, etc. will be reflected in the next year's edition.

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CSUSB
PALM DESERT CAMPUS

WE DEFINE THE *Future*

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
PALM DESERT CAMPUS
37500 Cook Street, Palm Desert, CA 92211-2900

pdc.csusb.edu

Dear New and Returning PDC Faculty,

Welcome to the 24-25 academic year! I hope you are rested and eager to begin another year. Please let me start by welcoming our new faculty and congratulating those recently tenured and promoted. Congratulations!

I know many of you have worked hard to prepare for today. Thank you for your passion and continued commitment to providing our students with a quality academic experience and fostering a sense of belonging. As you finalize your syllabi, update modules on Canvas, and welcome students to your classes, I hope you remember your incredible impact on them. As you may have heard me say, PDC stands for **P**ossibilities, **D**iscovery, and **C**onnection – all of which you make possible.

This year promises to bring new opportunities to campus. Dr. Sarah Dunn will serve as the inaugural Office of Faculty Affairs and Development PDC Faculty Fellow. In this role, Dr. Dunn will collaborate with the Faculty Center for Excellence to increase faculty development opportunities at PDC, represent PDC faculty interests in university-wide committees and task forces, and contribute to the ongoing assessment and improvement of PDC faculty support services, among other responsibilities. We are also happy to have Dr. Michael Karp as the Office of Community Engagement Faculty Associate for the 2024-2025 academic year at PDC.

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

You can also find more helpful resources on the PDC website at: https://www.csusb.edu/pdc/helpful-resources-faculty-staff

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

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

Sincerely,

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

Section I:
General Campus Information

PDC Vision, Mission, Values 2020-2025

Vision
CSUSB aspires to be a model for transforming lives.

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

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

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

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

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

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

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

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

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

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

Coyote Bookstore at PDC

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

Textbooks

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

Renting Textbooks

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

Digital Textbooks

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

Used Textbooks

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

Besides textbooks, the bookstore provides:
- PDC gifts & clothing
- School supplies
- Computer software
- Snacks & beverages
- Gift cards

Bookstore hours vary by semester.

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

Contact
909-537-8123
CoyoteBooksPDC@bkstr.com

Parking at PDC

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

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

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

One-Day parking permits may be purchased at parking dispensers located at the CSUSB Palm Desert Campus or via the ParkMobile App. All other permits (semester and annual) may be purchased online by visiting the Parking and Transportation Services website at https://csusb.t2hosted.com/Account/Portal. There are designated Faculty/Staff spaces in Lot A.

Parking violations of the parking regulations include:
- No valid permit/decal
- Improper display of permit/decal
- Overtime violation
- Unauthorized parking in a space designated disabled
- Parking in front of the construction entrance located on the north side of the lot
- Displaying an altered/stolen/lost permit or decal
- Blocking access to a disabled space/ramp
- Unauthorized parking in a services space
- Unauthorized parking in an undeveloped area
- Parking in a "Red Zone" or barricaded area
- Unauthorized parking in a reserved space
- Double parking/parking over the line
- All violations can be found at https://csusb.edu/parking/parking-enforcement/citation-information/fines

NOTE: The summarized information listed above does not amend, modify, or substitute CSUSB Parking rules and regulations. Copies of these regulations can be found by visiting the Parking and Transportation Services website at https://www.csusb.edu/parking/parking-enforcement/campus-parking-regulations.

BERGER DR W

BERGER DR W

RG - MARY STUART ROGERS GATEWAY BUILDING

COOK ST

BERGER RD

IWC - INDIAN WELLS CENTER FOR EDUCATIONAL EXCELLENCE

BERGER RD

HS - PALM DESERT HEALTH SCIENCES BUILDING

COOK ST

COOK ST

https://map.csusb.edu

PDC Student Services

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

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

Admissions

Academic & Career Advising

Library

Health Center

Counseling & Psychological Services (CAPS)

Academic Assistance &

tutorial (S3)

10 Commuter Link

Services to Students with Disabilities (SSD)

ADMISSIONS

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

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

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

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

Academic & Career Advising
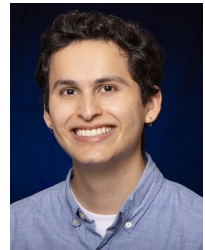
Academic Advising

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

Additional information can be found online at:
https://www.csusb.edu/pdc/current-students/advising/palm-desert-campus-advising

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

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

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

Career Advising

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

For more information visit: **https://www.csusb.edu/pdc/current-students/career-center**

Oscar Fonseca
Career Readiness Program Coordinator
909-537-8243
oscar.fonseca@csusb.edu

Faculty Undergraduate Advisors

Administration: Accounting
Dr. David Senteney, JB-429/SBC
909-537-5789
dsenteney@csusb.edu

Administration: Entrepreneurship
Dr. Mike Stull, JV-284/SBC
909-537-3708
mstull@csusb.edu

Administration: Hospitality Management
Dr. Joseph Tormey, iHub-110/PDC
909-537-8213
joseph.tormey@csusb.edu

Dr. Michelle Russen, IW-113/PDC
909-537-8226
michelle.russen@csusb.edu

Administration: Management
Dr. Cynthia Schreihans, RG-213/PDC
909-537-8151
cshreih@csusb.edu

Administration: Supply Chain Mgmt.
Dr. Conrad Shayo, JB-443/SBC
909-537-5798
cshayo@csusb.edu

Career & Technical Education
Dr. Viktor Wang, CE-322/SBC
909-537-5637
viktor.wang@csusb.edu

Dr. Andrew Hughes, CE-319/SBC
909-537-5637
andrew.hughes@csusb.edu

Sid Burks, CD-321/SBC
909-537-5637
sburks@csusb.edu

Child Development
Dr. Amanda Wilcox-Herzog, SB-505/SBC
909-537-7431
awilcox@csusb.edu

Rhiannon Ramkissoon, IW-112/PDC
909-537-8175
rhiannon.ramkissoon@csusb.edu

Communication
Dr. Michael Salvador, IW-102/PDC
909-537-8164
salvador@csusb.edu

Criminal Justice
Dr. Christine Famega, SB-209/SBC
909-537-5285
cfamega@csusb.edu

History
Dr. Michael Karp, IW-302/PDC
909-537-8169
michael.karp@csusb.edu

English
Dr. Jessica Luck, UG-318/SBC
909-537-5834
jluck@csusb.edu

Information Systems & Cybersecurity
Dr. Conrad Shayo, JB-443/SBC
909-537-5798
cshayo@csusb.edu

Kinesiology
Dr. Sarah Dunn, HS-113/PDC
909-537-8171
sarah.dunn@csusb.edu

Dr. Warren Forbes, IW-109/PDC
909-537-8134
warren.forbes@csusb.edu

Liberal Studies
Dr. Dany Doueiri, UH-201/SBC
909-537-5814
ddoueiri@csusb.edu

Nursing
Dr. Justin Schneider, HS-112/PDC
909-537-8229
justin.schneider@csusb.edu

Nutritional Science & Dietetics
Dr. Dorothy Chen, PS-319/SBC
909-537-5340
dchen@csusb.edu

Psychology
Dr. Jennifer Lotto, IW-102/PDC
909-537-8149
jlotto@csusb.edu

Social Work
Dr. Frank McAlpin, RG-211/PDC
909-537-8206
frank.mcalpin@csusb.edu

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

Library
Hixon Information Resource Center

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

CSUSB librarians are available to support student and faculty research through reference chat, in-person and virtual research appointments, and synchronous and asynchronous information literacy instruction. To request synchronous information literacy instruction for your course, please complete our Library Instruction Request Form. We also offer a series of asynchronous information literacy modules which range from beginner to advanced researcher topics. Faculty teaching first year courses have the option to request a Library Ambassador virtual visit. Library Ambassadors are student peer mentors trained to provide a basic overview of library services. To request a Library Ambassador virtual visit for your course, please complete the Library Ambassador Sign-Up Form. If you have any questions regarding library instruction, please contact instruction librarian, William Ortiz (William.Ortiz@csusb.edu, x77791).

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

Laptop computers and iPads are available for student check out.

Location
Palm Desert Health Sciences Building
Hours
Monday-Thursday: 8am-6pm
Friday: 8am-5pm
Saturday & Sunday: Closed

Dr. Risa Lumley
Librarian
909-537-8112
rlumley@csusb.edu

Health Center & Counseling and Psychological Services (CAPS)

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

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

Student Health Center

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

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

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

Counseling & Psychological Services (CAPS)

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

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

https://www.csusb.edu/caps

Location
Palm Desert Health Sciences Building, Room 119

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

Fitness Center

EōS Fitness invites you to come in for a workout!

PDC Faculty, Staff, and Students have the benefit of accessing these facilities across the Coachella Valley. Three locations to achieve your fitness goals!

Locations
77900 Country Club Drive, Palm Desert, CA 92211
760-360-0565

4070 Airport Center Drive, Palm Springs, CA 92264
760-322-2003

79955 Highway 111, Indio, CA 92201
760-536-5900

All locations are 24-Hours/7-Days per week

Please note that this may be subject to change.

For more information, stop by the Rancho Mirage Student Center/RMSC at Rogers Gateway or visit the RecWell at Palm Desert Campus website
https://csusb.edu/recreation-wellness/recwell-palm-desert-campus

Academic Assistance & College Possible

Student Success Studio

The Student Success Studio (S3) is the go-to tutoring center at California State University, San Bernardino - Palm Desert Campus. Offering tutoring in a variety of subjects year-round, S3 doubles as a collaborative space for students to study independently and connect with peers. Our tutors also host engaging workshops and events on campus covering both academic and personal development topics. As part of our commitment to student success, S3 provides convenient amenities such as Scantrons, snacks, coffee, and access to essential supplies and technology. Come join us at S3!

Location
Indian Wells Center for Educational Excellence Building, Room 203

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

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

College Possible Catalyze

College Possible is a proud AmeriCorps organization, driven by AmeriCorps members who serve as near-peer Academic Coaches for college students. Coaches assist students in navigating graduate college admissions and provide support to students from diverse backgrounds. Specifically, College Possible academic coaches focus on serving transfer students at California State University, San Bernardino - Palm Desert Campus. They are committed to empowering and supporting students through three essential pillars: Academic Success, Personal Development, and Financial Management.

"We support transfer students from start to finish!"

Location
Indian Wells Center for Educational Excellence Building, Room 202

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

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

10 Commuter Link Service

Bus Service between PDC and the San Bernardino Campus

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

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

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

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

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

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

Emergency Information

Emergency Information

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

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

From a building phone: 78131
909-537-8131 (RG lobby desk, 8:00am-5:00pm, Monday-Friday)
909-537-7777 (Dispatch, after hours)

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

Section II:

Faculty Information

Faculty Administrative Manual (FAM)

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

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

Faculty Center for Excellence (FCE)

The Faculty Center for Excellence brings together faculty development opportunities from across CSUSB, including those from our Teaching Resource Center (TRC@FCE), Instructional Design and Academic Technologies (IDAT@FCE), Faculty Mentoring Program (FMP@FCE), and Extended Reality for Learning (xREAL) Lab units, as well as those from the Office of Academic Research, Office of Community Engagement, the Center for International Studies and Programs, and Writing Extensive Program. We are located in the Faculty Center for Excellence, Pfau Library PL-4005 at the San Bernardino Campus.

https://www.csusb.edu/faculty-center-for-excellence

Payroll, Contracts, and Key PDC Contacts

Payroll & Contracts

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

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

Key PDC Contacts

PDC Associate VP & Administrator-in-Charge	Edna Martinez	909-537-8101	emartinez@cusb.edu
Provost & Vice President for Academic Affairs	Rafik Mohamed	909-537-5024	rafik.mohamed@csusb.edu
Assoc. Provost for Faculty Affairs & Development	Ted Young	909-537-4616	ted.young@csusb.edu
Assoc. Provost for Academic Research	Tim Akers	909-537-3064	timothy.akers@csusb.edu
Office of Community Engagement Faculty Associate	Michael Karp	909-537-8169	michael.karp@csusb.edu
FAD PDC Faculty Fellow	Sarah Dunn	909-537-8171	sarah.dunn@csusb.edu
Academic Scheduler & Faculty Support	Johanna Martinez	909-537-8251	johanna.martinez@csusb.edu
Faculty Support Coordinator	Glenn Castillo	909-537-8250	glenn.castillo@csusb.edu
Director of Campus Operations	Grace Borbe	909-537-8159	grace.borbe@csusb.edu
Exec. Director of Student Engagement & Completion	Avi Rodriguez	909-537-8253	arodrigu@csusb.edu
Lead IT Consultant - Technology Support Center	John Harrell	909-537-8113	john.harrell@csusb.edu

Class Absences/Cancellations

Class Absences and/or Cancellations

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

- If possible, email your student roster through Canvas or your CSUSB email about the class cancellation.
- Contact the PDC Faculty Support glenn.castillo@csusb.edu or 909-537-8250. After 5:00pm, call the PDC Community & Parking Desk at 909-537-8131. A note will be placed on the door of your classroom to alert your students.
- When able, email your academic department's administrative support of your absence and that the class session needed to be cancelled.

Faculty Workspaces & Mailboxes/Copy Codes

Faculty Workspaces

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

Office assignments depend on space availability.

Mary Stuart Rogers Gateway Building
Room 213, Door Code: contact Glenn Castillo

Indians Wells Center for Educational Excellence
Room 304, Door Code: contact Glenn Castillo
Room 305, Door Code: contact Glenn Castillo

Mailboxes & Copy Codes

All faculty (excluding Nursing & Social Work) will be assigned a mailbox in room RG-213. Mailboxes should be checked on a weekly basis. Copy codes for RG 213 should be requested by emailing glenn.castillo@csusb.edu.

Nursing & Social Work faculty will be assigned mailboxes by their department.

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

Syllabi & Course Information

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

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

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

SSD Language

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

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

SOTEs

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

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

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

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

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

Cross Enrollment

CSUSB Palm Desert Campus offers Cross Enrollment allowing students from area community colleges to take upper-division classes at Palm Desert Campus for $10 on a space available basis. It is not available at the San Bernardino Campus.

UPPER DIVISON COURSES ONLY.

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

On the first day of class, instructors may have a Cross Enrollment student requesting your signature. The decision is completely up to each individual instructor.

Contact

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

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

Proctoring

At the CSUSB Palm Desert Campus, exam proctoring is available to assist instructors, at their discretion, when a student misses an exam or when, in the absence of the instructor, a full class may need to be administered an exam. This is coordinated through the PDC Faculty Support Coordinator.
Proctoring Request Forms are included in Section III of this Guide.

Student & Class Proctoring Procedure

- Exams are proctored by appointment ONLY during regular office hours.
- Instructor contacts the PDC Faculty Support Coordinator at PDCproctoring@csusb.edu to inquire about availability.
- For student proctoring, instructor confirms time with student.
- Instructor fills out Student or Class Proctoring Request form, specifying the time of the exam, items student must provide, items which are allowed, and any special instructions.
- Instructor is responsible for getting the Proctoring Request form and exam to the PDC Faculty Support Coordinator at least five (5) days prior to the scheduled exam time.
- For student proctoring, student must present a photo ID at the time of exam.
- After the proctoring is complete, the exam will be returned to the instructor's PDC mailbox in RG 213, unless otherwise instructed.

Important Dates & Holidays 2024-2025

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

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

Important Dates for Fall 2024

Aug 19	2024 - 2025 Academic Year Begins
Aug 24	First Day of Saturday Fall classes
Aug 26	First Day of Fall Classes
Sept 2	Campus Closed for Labor Day Holiday
Sept 23	Census - Fall Semester
Nov 11	Campus Closed for Veterans Day Holiday
Nov 28	Campus Closed for Thanksgiving Holiday
Nov 28-30	Campus Closed for Thanksgiving Break
Dec 6	Last Day of Fall Classes
Dec 7	Last Day of Saturday Fall Classes
Dec 9-14	Final Exams
Dec 13-14	Commencement at San Bernardino Campus
Dec 19	Fall 2024 Grades Due
Dec 23	Fall 2024 Grades Available

Important Dates for Winter 2024 Intersession

Dec 20	Winter Classes Begin
Dec 24	Census - Winter Intersession
Dec 25-Jan 1	Campus Closed for Christmas & Winter Break
Jan 1	Campus Closed for New Year's Day
Jan 13	Last Day of Winter Classes
Jan 13	Final Exams
Jan 14	Winter 2024 Grades Due
Jan 23	Winter 2024 Grades Available

Important Dates for Spring 2025

Jan 17	First Day of Spring Classes
Jan 18	First Day of Saturday Spring Classes
Jan 20	Campus Closed for MLK Holiday
Feb 14	Census - Spring Semester
Mar 31	Campus Closed for César Chavez Holiday
April 1-5	Spring Break
May 3	Last Day of Saturday Spring Classes
May 9	Last Day of Spring Classes
May 10-16	Final Exams
May 17	Commencement at San Bernardino Campus
May 22	Spring 2025 Grades Due
May 26	Campus Closed for Memorial Day
May 29	Spring 2025 Grades Available

PDC Service Opportunities & Campus Engagement

A Message from the Executive Director of Student Engagement & Completion

Hello, PDC faculty and welcome to the PDC Pack!

I look forward to working with you.

My name is Avi Rodriguez, I have been at PDC since 2010, supporting our students academically as an advisor and now as a part of the engagement office, serving our students and you, as well.

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

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

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

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

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

Community Engagement
Faculty Initiatives
California State University, San Bernardino

Faculty Support Provided by the Office of Community Engagement

Community Engagement Course Design (Service Learning and Community Based Participatory Research)

- SL and CBPR implementation models
- Community partner identification and partnership support
- Syllabus design guidance
- Risk management guidance
- Related articles, books and readings
- Student and community partner assessment

Classroom Resources

- Best practices for students in community
- Resources for service materials (e.g. t-shirts, name tags)
- Reflection questions, prompts and activities
- Discussion guidelines
- Online learning software guidance

Research and Scholarship

- Community Engagement Writing Accountability Group
- Community Engagement Library Program
- Linkages with other CSU faculty with similar interests
- Relevant scholarship and publishing outlets

Awards and Recognition

- Outstanding Community Engagement Faculty Award
- CSUSB President's Volunteer Service Award
- Faculty highlights (Facebook/LinkedIn; OCE Website; Quarterly Newsletter; Annual Report)

Grant Opportunities

Establishing Community Partnerships Grant: Up to $3,000
to help faculty establish or develop community partnerships for community engagement strategies, including community-based learning, service learning, and research activities.

Service Learning Fellowship: Up to $2,000
to support faculty in developing service learning opportunities, either by enhancing an existing course or creating a new course with a strong service learning component.

Community-Based Research Mini-Grant: Up to $5,000
to support community-based research projects, fostering collaborations between University researchers and community partners to address community-identified issues and drive social change.

For more info visit; https://www.csusb.edu/community-engagement/faculty/grants

Fall 2024
COMMUNITY ENGAGEMENT

WRITING ACCOUNTABILITY GROUP (CE-WAG)

OUR GROUP

Is open to all faculty and provides a supportive environment to schedule, organize, and increase scholarly productivity. SBC participants will meet every Tuesday @ 12pm starting Semtember 10th. PDC meeting days, TBD. Join us and let's get writing!

EXPECTATIONS

- Writing must be related to community-based work
- Commit to writing for at least 2 hours a week
- Complete a weekly progress log
- Attend at least 5 meetings throughout the program

REGISTER BY

Friday,
September 6th, 2024

TO SIGN UP,

Email leaveyourpawprint@csusb.edu

PDC Faculty Committees

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

Teaching
The presence of full-time faculty at PDC opens the possibility for innovation in teaching practices that are responsive to the local context. This committee will generate plans to foster, support and strengthen the teaching activities at PDC. The PDC Teaching Committee can consist of both adjunct and tenure track faculty. At the start of each academic year, the committee will elect its own chair, vice chair, or co-chair(s) and proceed according to steps its members agree upon. Four members shall serve two-year terms, and three members shall serve one-year terms to ensure that staggering ensues. However, committee members may be reappointed if necessary. The committee may also include non-voting members, such as the Associate Dean (or designee) of the Palm Desert Campus.

Student Engagement
The goal of this committee is to support the staff's efforts to foster student and faculty participation at CSUSB Palm Desert Campus. The PDC Student Engagement Committee will consist of both adjunct faculty and tenure track faculty and staff. At the start of each academic year, the committee will elect its own chair or co-chair(s) and proceed according to steps its members agree upon. Members shall serve two-year staggered terms, with the possibility of one-year terms to ensure that staggering ensues. However, committee members may be reappointed if necessary. The committee may also include non-voting members, such as the Associate Dean (or designee) of the Palm Desert Campus.

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

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

https://docs.google.com/document/d/1DliXgvBJYoK4d2OAi8DdpWAtrXDCxlIH/ edit#heading=h.3sv78d1

Information Technology at PDC & The Classroom Workstation

Technology Support Center (TSC) at PDC, RG-103
"One-stop-shop for all your technology needs."

(909) 537-3248 or PDCIT@csusb.edu

The PDC Technology Support Team

John Harrell
IT Consultant
TSC Lead
909-537-8113
john.harrell@csusb.edu

Gilbert Trevino
IT Consultant
Classroom/AV
909-537-8133
gtrevino@csusb.edu

Cary Tyler
IT Consultant
Theater/Events/AV
909-537-8244
ctyler@csusb.edu

Scan the QR codes to access online resources.

Technology Support Center
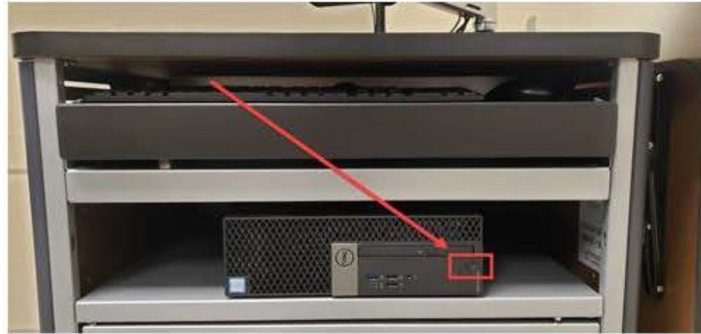**Palm Desert Campus**

EDUROAM WiFi

(NGSC) Start Guide

Next Generation Smart Classroom (NGSC) Start Guide

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

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

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

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

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

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

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

a. Button is Red: Projector lamp is on.

b. Button is Yellow: Projector lamp is off.

Projector is on   Projector is off

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

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

Camera Presets

Podium

Wid

a|rd

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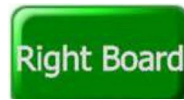
7. The main volume section allows for volume adjustment of the classroom mounted speakers. Total speaker volume is represented via the blue bar.

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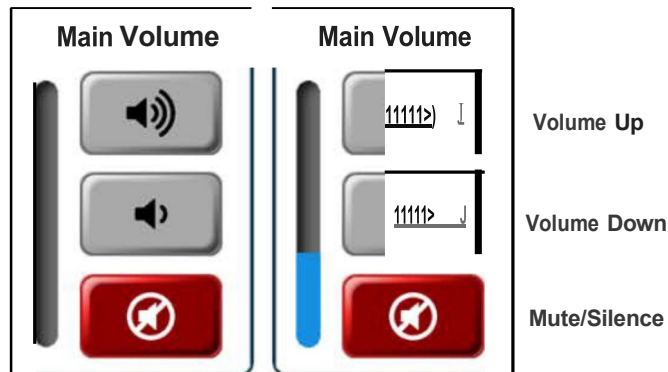
8. Each classroom has a ceiling mounted microphone for use with audio recording. Microphones are located near the front of the classroom and have an LED ring around the device that indicates when the microphone is active and when the microphone is muted.

a. Green - Indicates that the microphone is currently active.

b. Red - Indicates that the microphone is currently muted.

Mute features are controlled via the program that is being used for audio recording, such as Zoom. Selecting the Mute button in Zoom will turn the LED on the microphone Red and show the appropriate logo within Zoom.

9. Once your session has concluded, power down the projector, speakers and microphone via selecting the red power button at the bottom right of the control panel.
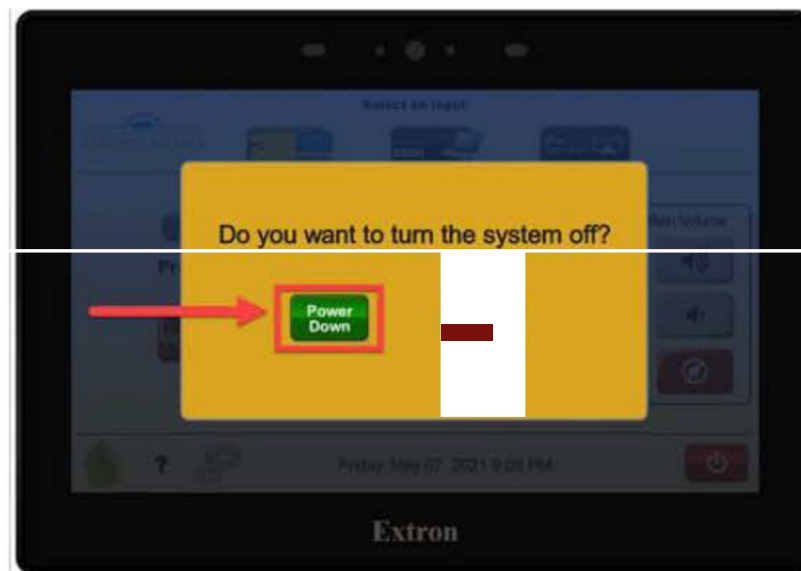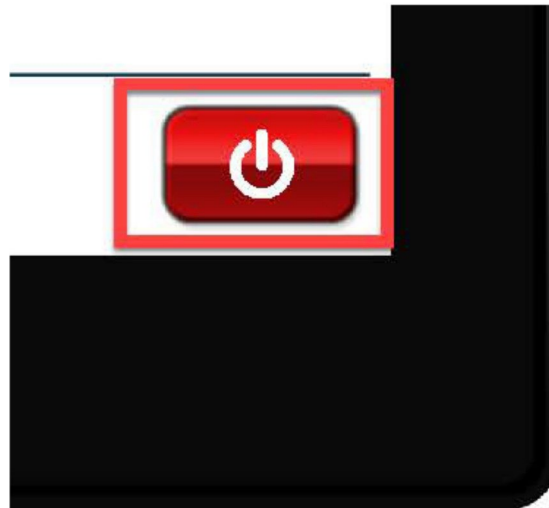
10. A prompt will appear, select Power Down.

Section III:

Supplemental Materials

CSUSB Palm Desert Campus

STUDENT PROCTORING REQUEST

To be filled out by the instructor and provided to the PDCproctoring@csusb.edu with exam, at least five (5) days before the date of the proctored exam.

PLEASE PRINT ALL INFORMATION

Student:_____ Student I.D. #: _____

Instructor:_____ Phone: _____

Semester: ☐ Fall ☐ Winter ☐ Spring ☐ Summer 20____ Course: _____

Time limit:_____hours +_____minutes   Date by which test must be taken: _____

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

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

Supplies needed by students for testing (please check all that apply):
    ☐ Scantron (please select type needed)
        ☐ 882E (green)   ☐ F-288 (red)   ☐ 3042 (blue)
    ☐ Blue Book ☐ Other (please specify): _____

Items students are allowed to use during testing (please check all that apply):
    ☐ Nothing   ☐ Notes   ☐ Scratch Paper   ☐ Book
    ☐ Calculator ☐ Other (please specify): _____

Any special instructions? Please note below.

_____

_____

Instructor Signature:_____ Date: _____

Student Signature: _____
(To be signed at the time of exam completion.)

Exam was proctored by: _____

Proctor Signature: _____

Proctor Use Only
Exam Date: _____
Time Began: _____
Time Ended: _____
Date & Time Returned: _____

Office Use Only
Date Request Received:_____ Date Exams/Materials Received: _____

CSUSB Palm Desert Campus

CLASS PROCTORING REQUEST
*To be filled out by the instructor and provided to **PDCproctoring@csusb.edu**
at least five (5) days before the date of the proctored exam.*

*Please also provide enough copies of the exam to be distributed to the students enrolled in the course
at least three (3) days before the date of the proctored exam.*

PLEASE PRINT ALL INFORMATION

Semester: ☐ Fall ☐ Winter ☐ Spring ☐ Summer ——

Course:———————————— Exam Date & Time: ————————————

Exam Time limit:————hours +————minutes

Is this class Distance Learning? ☐ Yes   ☐ No

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

Do you only need exam distribution and collection? ☐ Yes   ☐ No

Instructor:_____   Phone: _____

Email: _____

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

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

Supplies needed by students for testing (please check all that apply):
　　　☐ Scantron (please select type needed)
　　　　　☐ 882E (green)　　　☐ F-288 (red)　　　☐ 3042 (blue)
　　　☐ Blue Book　☐ Other (please specify): _____

Items students are allowed to use during testing (please check all that apply):
　　　☐ Nothing　　　☐ Notes　　　☐ Scratch Paper　　　☐ Book
　　　☐ Calculator　　☐ Other (please specify): _____

Any special instructions? Please note below.

_____

_____

Instructor Signature:_____   Date: _____

Exam was proctored by: _____

Proctor Signature: _____