

AiCA-SF Faculty Development Reference Guide

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The Faculty Development Department supports, enhances and publicizes the teaching efforts of all faculty at The Art Institute of California - San Francisco. Our services include individual consultation with faculty on all aspects of their teaching, classroom observations and awards & grants.

Faculty Development Department

Anne T. Fisher, MPA

Faculty Development & eCompanion Administrator

415-276-4022

anfisher@aii.edu

<http://aicasffacdev.weebly.com/>

Office: 10UN 515

Student Worker: Leon Morimoto

I. Teaching at The Art Institute of California – San Francisco (AiCA-SF)

Our goal is to prepare the current and future design-related professional using quality educational programs focused on skills used in today's workplace.

About Our Campus:

- Our mission is to provide postsecondary education programs that will prepare students for entry-level employment in their chosen fields through market-driven curricula.
- Our campus is accredited by the **Western Association of Colleges and Schools**, a regional accrediting agency recognized by the **U.S. Department of Education (USDOE)** and the **Council for Higher Education Accreditation (CHEA)**.
- Degrees offered at AiCA-SF:

Diploma: Baking & Pastry

Associate of Science: Baking & Pastry, Culinary Arts, Fashion Design, Fashion Marketing, Graphic Design, and Web Design & Interactive Media

Bachelor of Fine Arts: Fashion Design

Bachelor of Science: Advertising, Audio Production, Culinary Management, Fashion Marketing & Management, Game Art & Design, Graphic Design, Web Design & Interactive Media, Interior Design, Media Arts & Animation, Photography, Digital Filmmaking & Video Production, and Visual & Game Programming

Master of Fine Arts: Computer Animation

About Teaching at Ai:

- We pride ourselves on providing *learning-centered education* in the classroom to help students understand a body of theoretical and practical knowledge appropriate to his or her degree objective.
- AiCA-SF is a *teaching college* that focuses on *faculty development* rather than faculty research and publishing.
- Our faculty body is comprised of *experienced professionals* in their fields with the majority of our part-time faculty still working in their field of expertise.
- Approximately one quarter of our faculty body is full-time (*30 out of 127 as of Spring 2010 quarter*).
- Classes are offered on a quarterly basis with quarters running eleven (11) weeks in length.
- We offer evening and Saturday classes.
- Faculty are supported by the entire campus, but in particular:
 - Dean and Assoc. Dean of Academic Affairs
 - Academic Directors
 - Faculty Development Director
 - Academic Advising Team
 - JAM Memorial Library
 - Technology Department
 - Academic Support Services (Student Tutoring, Testing Services)
 - Student Affairs Department (Disabilities Services, Student Development Department, International Student Advisor, Dean of Student Affairs)

II. Annual Administrative Responsibilities

- I. All AiCA-SF faculty are required maintain and update on an annual basis, a faculty file as outlined by our accrediting body. This file is maintained in the office of the Faculty Development Director.

Faculty File Requirements:

1. *Transcripts*

AiCA-SF and our accrediting body requires that all faculty provide official transcripts at the start of the quarter (may not say “issued to student”) for all degrees listed on the Data Sheet. **It is the responsibility of the faculty member to request official transcripts for all undergraduate and graduate degrees and ensure that they are mailed to campus by the degree-granting institution.**

If you hold a degree from an institution outside of the United States, you will need to have the degree **evaluated by WES** (World Education Services).

You can apply to have your foreign degrees evaluated by WES by going to:
<https://www.wes.org/apply/index.asp>

You will be applying for the “course by course” evaluation. You can choose the WES ICAP Evaluation (\$185), which will be the report as well as a copy of your transcripts.

If a faculty member attains any additional degrees while teaching at Ai, it is the responsibility of the faculty member to request official transcripts for the newly attained degree and ensure that they are mailed to the Faculty Development Director by the degree-granting institution.

2. *Data Sheet* – The Data Sheet provides a synopsis of the educational and field related experience held by the faculty member as well as the different professional and pedagogical development activities completed to support his or her teaching.
3. *AiCA-SF Faculty Development Plan* – This is a development tool for faculty to be completed in concert with your Academic Director and the Faculty Development Director to ensure that an instructor’s professional and pedagogical development needs are addressed and supported and that as an instructor, you are meeting your required faculty and professional development requirements for the year in concert with the vision of the department.
4. *Quarterly IDEA Reports* – The IDEA (Individual Development and Educational Assessment) is a required assessment tool administered on a quarterly basis that is designed to provide insight, improvement and impact on the instructional practices of our faculty.

- II. All faculty are required to participate in faculty development activities each quarter to remain current in the field of education.

- a. A faculty In-service is held Week 12 of each quarter. Attendance is required.

- III. **All faculty are observed by the Faculty Development Director within the first quarter. Faculty are then observed by their Academic Director on an annual basis.** An observation report is produced and reviewed with the faculty member and a signed copy of this report is placed in the faculty file.
- IV. **AiCA-SF Teaching Portfolio: All AiCA-SF faculty are required to hold a teaching portfolio, which is a representation of your accomplishments as a professional in the field and as a skilled instructor. EFFECTIVE WINTER 2011.** In addition to helping you reflect on your teaching, this portfolio can be used to help you advocate the taking on of new classes or the move from part-time to full-time status as well as help you prepare your Annual Self-Evaluation. Also, should you ever decide to continue your teaching efforts elsewhere—separately from Ai or concurrently—these plans will help you earn those outside positions.

Teaching Philosophy (full-time instructors only)

Please write approximately one page describing your mission as a teacher. You can discuss your views of education, the importance of teaching your subject, and/or your specific teaching style.

Classroom Development (part-time instructors)

Please choose the following that best represents your teaching style (this may be one class or a combination of materials from different classes):

- ✓ A short paragraph describing your mission in teaching the particular course
- ✓ The syllabus
- ✓ A sample lesson plan
- ✓ A sample handout/teaching aid, if appropriate
- ✓ A sample assignment sheet
 - An “A” student response
 - A “C” student response
 - An “F” student response
- ✓ A sample of your critique structure
- ✓ A sample of your written comments on student work/to student work
- ✓ A sample test or quiz, if appropriate

Classroom Development (full-time instructors)

Please provide the following **for each** of the classes you taught within the annual review year:

- ✓ A short paragraph describing your mission in teaching the particular course
- ✓ The syllabus
- ✓ A sample lesson plan
- ✓ A sample handout/teaching aid, if appropriate
- ✓ A sample assignment sheet
 - An “A” student response
 - A “C” student response
 - An “F” student response
- ✓ A sample of your critique structure
- ✓ A sample of your written comments on student work/to student work
- ✓ A sample test or quiz, if appropriate

Professional Accomplishments (if requested by Academic Director)

Please provide the following

- ✓ At least one example of your work as it relates to each class you teach
 - (General Education teachers may provide a paragraph response, summarizing their experience, if physical examples are difficult to come by.)
- ✓ Photocopy of transcripts
- ✓ Letters of recommendation
- ✓ Briefly list any other events or activities not covered by the above as they relate to specific courses you teach.

- V. **All faculty are reviewed on an annual basis by their Academic Director through the Performance Planning and Appraisal Review (PPAR). This is done through a combination of observations, IDEA results, review of the updated faculty file and accomplishments outlined in that document by the faculty.**
-

III. AiCA-SF Faculty Administrative Duties by Week

- ✓ *Before starting the quarter*
 - Write syllabus and review campus observed holidays as they relate to your class schedule.
 - Write/review lesson plans for classes.
 - Update/create eCompanion shells with syllabus, handouts and maintain Gradebook
 - Secure field trip request with AD's & Coordinators. Have student release forms ready for distribution and collection.
 - Check Faculty Portal (<http://faculty.aii.edu>) account all class rosters
 - **REMEMBER: AiCA-SF does not cancel classes due to instructor absence/illness**
 - Inform Academic Director of any planned absences scheduled during the upcoming quarter to arrange for a substitute and provide a lesson plan for that class(es).
 - Contact your Academic Director BY PHONE for day of class absences as soon as possible.
- ✓ *Week 1*
 - Email your syllabus (as a word document or PDF) to your **Academic Director** .
 - Take roll and submit attendance through the Faculty Portal (<http://faculty.aii.edu>) at the end of each day.
 - If students are not on your roll sheet, ask to see their registration to make sure they belong in your class. If they don't have one, send them up to the registrar at break and confirm again before class resumes.
 - Check your email, school mailbox, voicemail and elevator display cases to stay informed.
 - Part-time Faculty: Submit your time sheets to your supervisor every two weeks (see posted schedules for exact due dates).
- ✓ *Week 2*
 - Sign letter of appointment (contract) if not already signed.

AiCA-SF Faculty Development Department

- Take roll and submit attendance through Faculty Portal (<http://faculty.aii.edu>) at the end of each day.
- Check your email, school mailbox, voicemail and elevator display cases to stay informed
- Part-time Faculty: Submit your time sheets to your supervisor every two weeks (see posted schedules for exact due dates).

- ✓ *Weeks 3-7*
 - Take roll and submit attendance sheets at the end of each day.
 - Have conversation with Faculty Development Director
 - Classroom issues and methods
 - Observation results
 - **PPAR** (Annual Review Process)
 - Etc.
 - Check your email, school mailbox, voicemail and elevator display cases to stay informed
 - Part-time Faculty: Submit your time sheets to your supervisor every two weeks (see posted schedules for exact due dates).

- ✓ *Week 5 or 6*
 - Take roll and submit attendance through Faculty Portal (<http://faculty.aii.edu>) at the end of each day.
 - Administer Mid-quarter Evaluations to your class.
 - **WEEK 6:** Submit mid-quarter grades through Faculty Portal (<http://faculty.aii.edu>) to Registrar office by Monday end of day.
 - Carve out time to discuss mid-quarter progress (grades, points, etc.) with each student in class.
 - Check your email, school mailbox, voicemail and elevator display cases to stay informed Part-time Faculty: Submit your time sheets to your supervisor every two weeks (see posted schedules for exact due dates).

- ✓ *Week 9 or 10*
 - Take roll and submit attendance through Faculty Portal (<http://faculty.aii.edu>) at the end of each day.
 - Administer Official class evaluations (**IDEA forms**)
 - Check your email, school mailbox, voicemail and elevator display cases to stay informed
 - Part-time Faculty: Submit your time sheets to your supervisor every two weeks (see posted schedules for exact due dates).

- ✓ *Week 10*
 - Take roll and submit attendance through Faculty Portal (<http://faculty.aii.edu>) at the end of each day.
 - Order textbook through Ai Student Supply Store Manager
 - Attend AiCA-SF Portfolio Show (traditionally Thursday of Week 10)
 - Friday is the last day students may withdraw from a class.
 - Check your email, school mailbox, voicemail and elevator display cases to stay informed

AiCA-SF Faculty Development Department

- Part-time Faculty: Submit your time sheets to your supervisor every two weeks (see posted schedules for exact due dates).

- ✓ *Week 11*
 - Turn in **final grades** for all **graduating seniors** to Registrar's Office by Monday at 5 p.m.
 - Take roll and submit attendance through Faculty Portal (<http://faculty.aii.edu>) at the end of each day.
 - Attend AiCA-SF Graduation (Spring & Fall Quarters)
 - Check your email, school mailbox, voicemail and elevator display cases to stay informed

- ✓ *Week 12*
 - Turn in **final grades for all students** to Registrar's Office by Monday at 9:00 a.m.
 - Attend 12th Week Faculty Meetings as required
 - Relax, recharge, prepare for the upcoming quarter.

- ✓ *Quarterly*
 - Full-time Instructors should complete Non Teaching Hour Agreement in conjunction with AD

- ✓ *Annually*
 - PPAR (Annual Review with supervisor)
 - Faculty Development Plan
 - Data Sheet updated
 - Update Teaching Portfolio
 - Self-evaluation for PPAR

IV. Campus Support Resource List

Please contact the appropriate departments and individuals if you have questions about the following:

Faculty Portal: If faculty members experience ANY problems logging in – or with any of the functions of the Faculty Portal after logging in (access to eCompanion, Webmail, Grades/Attendance links to CARS/CampusVue) , they should contact the **Faculty Support Line at 1-866-642-2711**. This line is staffed from 7am – 12 midnight ET seven days a week (including Saturdays and Sundays).

The Faculty Portal is used for:

- Viewing Your Individual Class Schedule
- Printing Class Lists
- access to eCompanion
- Viewing the Facility (or room) Schedule
- Submitting Attendance Online

Computer Login and Technical Questions: If you are having difficulty logging into a computer on campus or have a technical question, please submit a helpdesk ticket through the "HEAT" system at: <http://sfalt01.edmc.edu/heatwebform/workorder.asp> or contact Technical Support at 415-276-1000.

Lynda.com Account Requests: Please email Annie Fisher, MPA (anfischer@aii.edu) with any requests for a new account or to re-activate an existing account.

AiCA-SF Faculty Development Department

eCompanion: You access the system through the **faculty portal: faculty.aii.edu**

AiCA-SF eCompanion Administer: Annie Fisher, MPA (anfisher@aii.edu; 415-276-4023)

(These will be questions about missing shells, students and eBooks)

CS eCompanion Help Desk (campus_support@aii.edu ; 1-866-642-2711)

(These will be questions about accessibility, function and log-in)

Faculty Email Accounts: If you are having difficulty with your email account, please contact *The EDMC Call Center* at 1-888-424-4435. The Faculty Email Accounts are used for:

- Emailing your class using the class alias
- Access to send and receive emails from the faculty and staff in the EDMC Global Network
- Receiving all information from the staff and faculty in the Ai System

Classroom Supplies: Supplies such as white board markers, erasers, cleaner or pens/pencils and notepads, etc. may be found in either the 7th Floor Supply Cabinet in the 1170 Market Building or in the Faculty Supply Room located in the 5th Floor Faculty Workroom (Rm. 514 10UN). If any supplies are missing or you need to request a specific item (DVD's, CD-R's, Grade Books, etc.), please contact Ebony Jennings, Assistant to the Dean of Academic Affairs at ejennings@aii.edu or 415-276-1008.

Concerns about the Facility: If you are having difficulty with the facilities (such as lighting, air conditioning/heating, etc) please contact Facilities, or the Maintenance Supervisor, Charlene Gumbs on her work phone 415-276-1037 or on her cell phone 415- 265-6970 or you may email a "helpdesk request" to aicasffacilities@edmc.edu.

Student-Sponsored Housing: Any questions regarding our student-sponsored housing program should be directed to David Lee, Associate Director of Resident Life at 415-276-4028 or dmlee@aii.edu. Located on the 4th floor of 10UN.

Student Financial Services: Any questions regarding student financial services should be directed to Janet Cabanero, Director of Student Financial Services at 415-276-1048. Located on 2nd floor of 1170 Market.

Human Resources: If you have questions or concerns about benefits, pay roll, your timesheet or hiring models for your class or new hire paperwork; please contact Laura delaRoz, Human Resource Generalist at 415-276-1014 or mdelaroz@aii.edu. Located on 7th floor of 1170 Market.

Student Counseling/Disabilities Services: If you would like to refer a student for counseling services, please contact Elizabeth Weisbrot (ewieisbrot@aii.edu), Student Support and Disabilities Coordinator at 415-276-1060. Located on 4th floor of 10UN.

Student Conduct Issue: If you feel a student is in violation of a AiCA-SF Student Conduct Policy, please contact Michelle Skoor, Dean of Student Affairs at 415-276-1007 or mskoor@aii.edu. Located on 4th Floor of 10UN.

Tutoring Services: If you would like to refer a student to tutoring services, please contact Jeremiah (Miah) Jeffra, General Education Learning Coordinator on the 2nd Floor Rm. 203B in the 10UN Building or at 415-276-4007 or jjefra@aii.edu .

Advising Services:

The Academic Advising Center is housed within the Academic Affairs department (7th floor of the Ai Main Building). Kurt Oaklee, Senior Academic Advisor (koaklee@aii.edu) at 415-276-1009.

V. Technology: Log-in & Reservation Procedures

A. Logging into instructor workstations in the classroom:

Initial Log-in: Instructor **Password:** pas55word

Cisco System Security Log-in Procedures: Use your Faculty Portal log-in & password

B. Log-in site for E-mail, eCompanion, Grades/Attendance Entry: <http://faculty.aii.edu>

Welcome, guest faculty September 19, 2012



FACULTY PORTAL



WELCOME TO THE ART INSTITUTES
FACULTY PORTAL

Use the user name and password for your webmail to log in.

User name:

Password:

Forgot your username or password?
Call Faculty Support at 1-866-642-2711 for immediate assistance or email campus_support@aii.edu. To automatically update your password, [click here](#).

Forgot your webmail login information?
[Click here](#) to reset your password.

Need Help? Contact Faculty Support: 1-866-642-2711 or campus_support@aii.edu

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First time logging in? The Central Services office has sent you your log-in credential (usually your first initial followed by your last name) with a temporary password. You will then choose your own password at your first log-in. **NOTE: YOU WILL BE ASKED TO CHANGE THIS PASSWORD EVERY 90 DAYS for security purposes.**

Log – in: _____

Password: _____

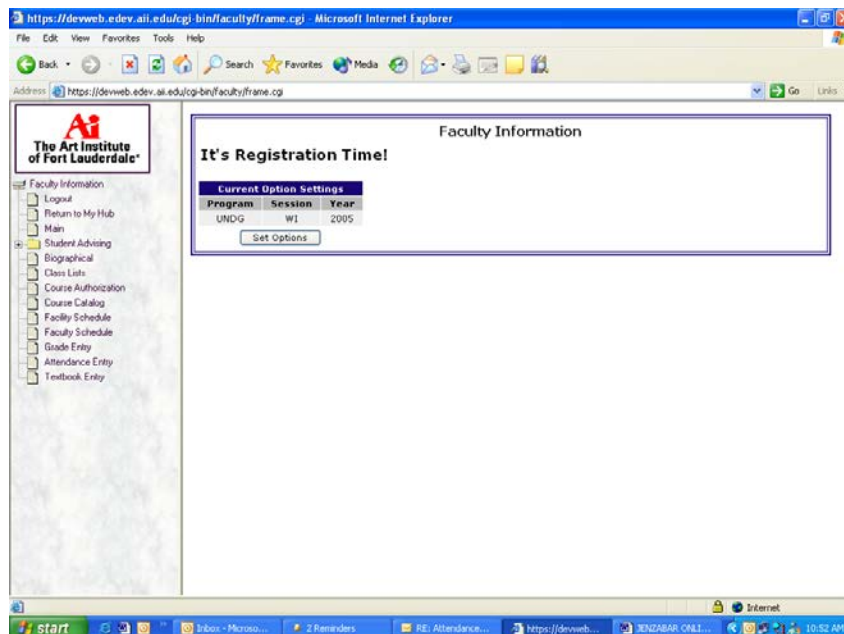
Once you've logged in – you have access to the following through the left hand tool bar:

The screenshot shows the 'GET LOGGED IN' section of the Faculty Portal. On the left is a vertical tool bar with links for 'eCOMPANION', 'ACCESS WEBMAIL', 'EMPLOYEE SELF-SERVICE', 'GRADES & ATTENDANCE (CARS)', 'ONLINE LIBRARY', and 'EMPLOYEE DISCOUNTS'. On the right, callout boxes point to these links with the following descriptions:

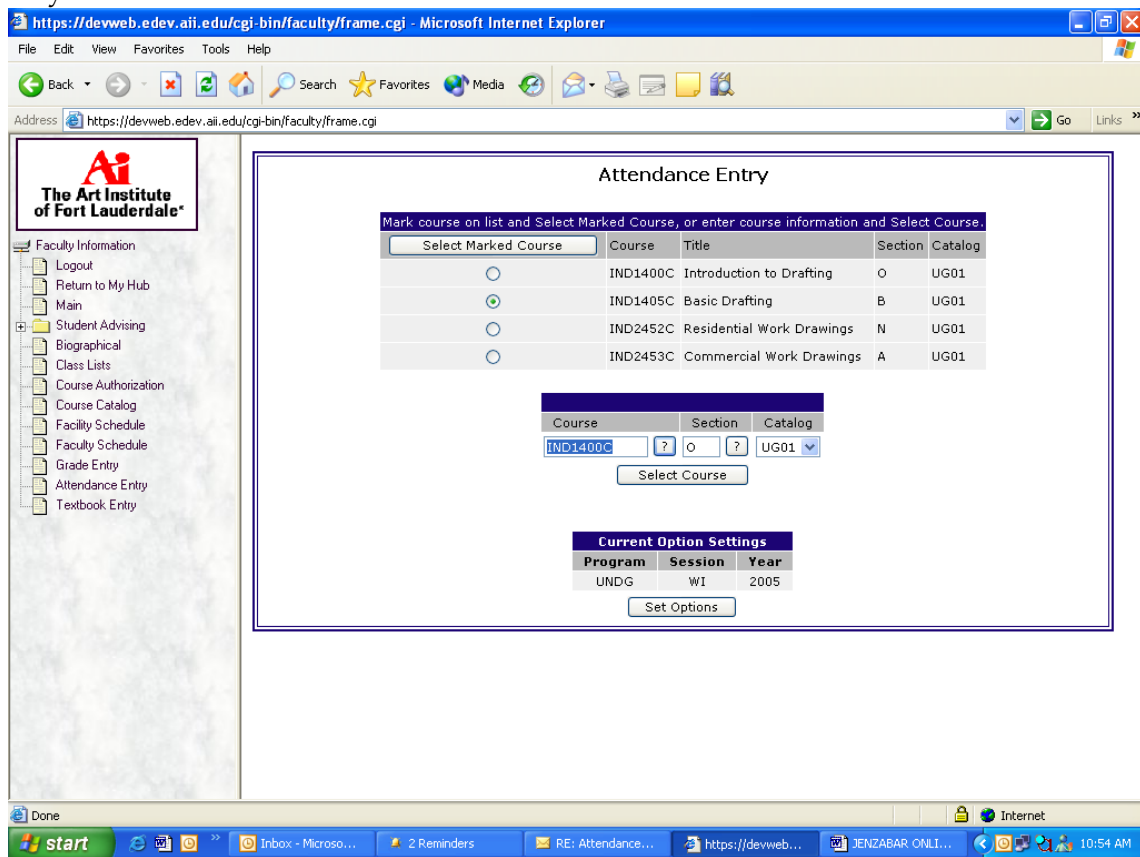
- eCOMPANION** – link to your on-line class supplement.
- ACCESS WEBMAIL** – Access to your Ai email account.
- EMPLOYEE SELF-SERVICE** – Human Resource Information
- GRADES & ATTENDANCE (CARS)** – Enter daily attendance, mid-quarter and final grades, get class lists & schedule
- ONLINE LIBRARY** – Access to Ai Library Holdings (books, periodicals, movies, clips, etc.)

C. Attendance Entry:

1. Enter the **Faculty Portal** (<http://faculty.aii.edu>) and go to **Academic Services**. **Internet Explorer browser works best.**
2. Make sure the current quarter is set under **Current Option Settings**. Update if necessary and click **Set Options**.
3. On the left hand side, choose the **Attendance Entry** option.



4. You should see a list of your current courses. Choose from those listed and click **Select Marked Course**. Or, if a course you are teaching is not on the list, enter the **Course Number**, **Section**, and **Catalog** ('UG04' in all cases) manually where indicated and hit **Select Course**.



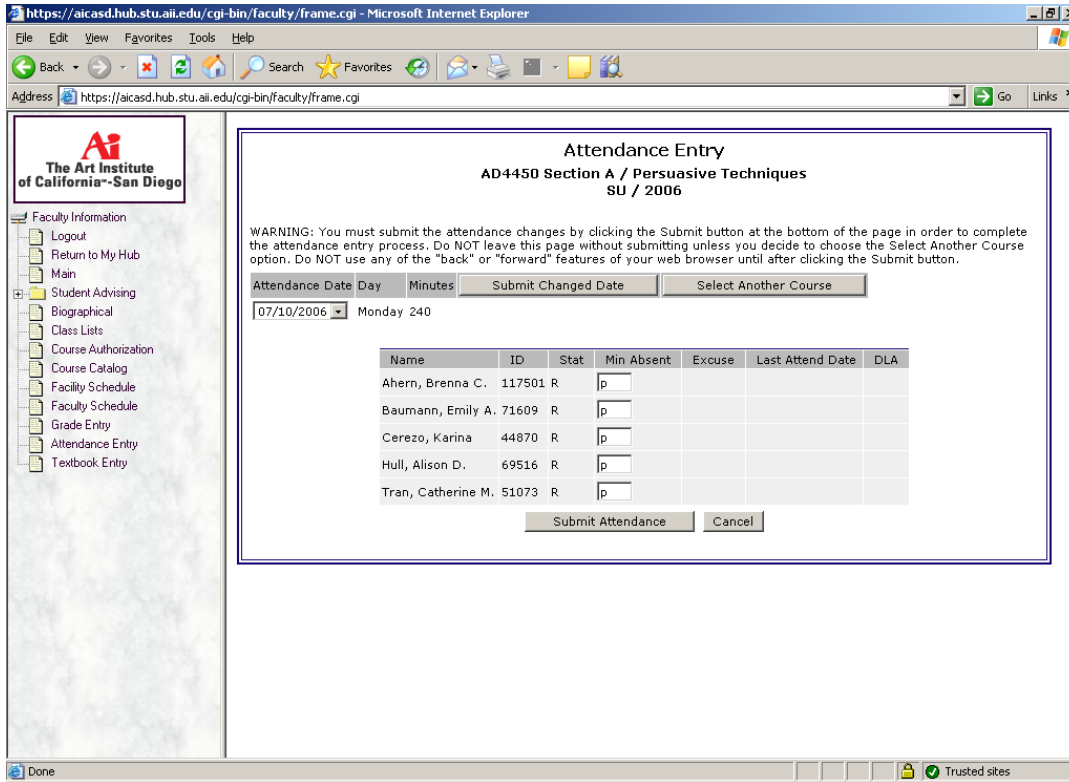
You will see a list of all students in the class (sample page below).

5. **IMPORTANT:** At the top left, choose today's **Attendance Date**, if it has not already defaulted. To change the date, select it and hit the **Submit Changed Date** button.

6. Enter attendance for every student.

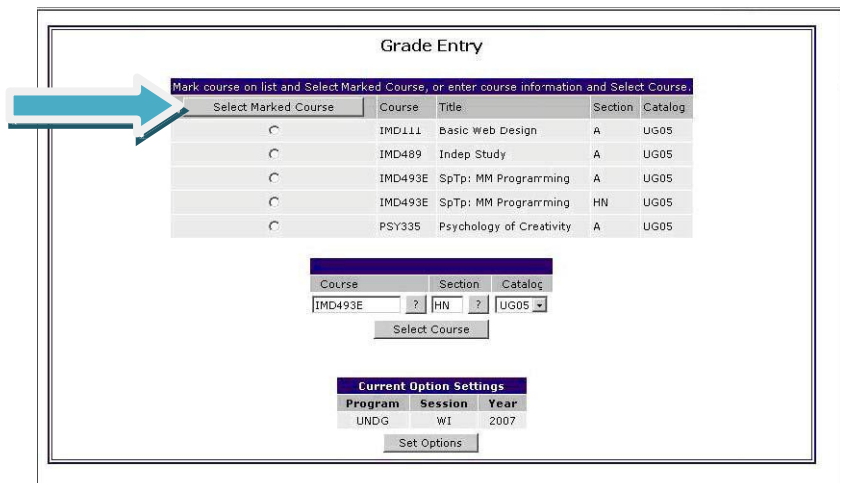
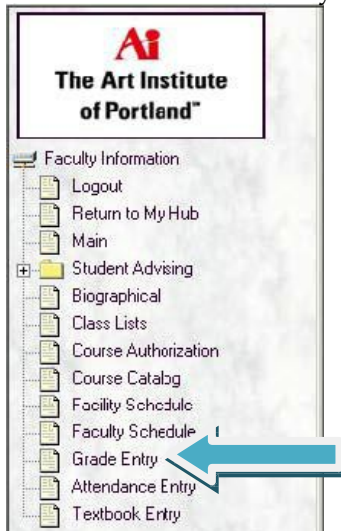
- If the student was present, enter **P**.
- If the student missed part of class, enter the number of minutes missed, rounded off to the nearest 15 (DO NOT enter a letter next to it!)
- If the student was absent, enter an **A** for absent.
- Record attendance for every student on the list.

7. When you have entered attendance for all students, hit the **Submit Attendance** button at the bottom. The **Enter** key can also be used to submit, but should not be used for moving around in the list. Once you submit, you will not be able to make changes. Screen shot on next page.

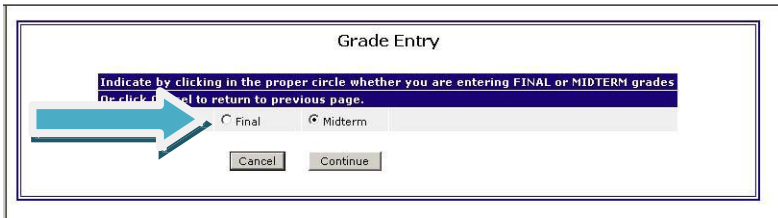


D. Grade Entry:

1. Log into the Faculty Portal <http://faculty.aii.edu>, click Grades and Attendance
2. Click "Grade Entry" from the navigation menu.
3. Select a course and click "Select Marked Course".

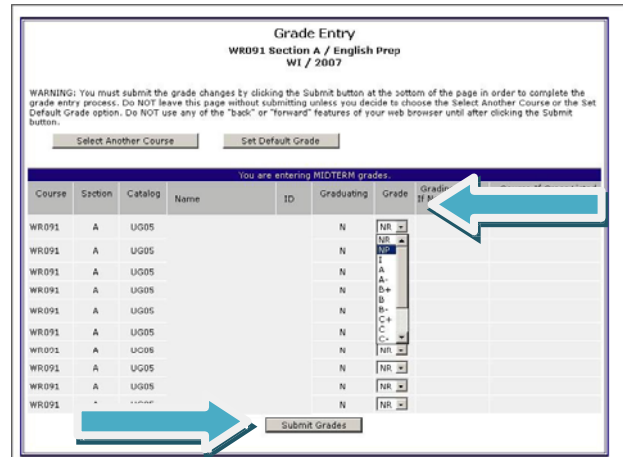


4. Select “Midterm” or “Final” and then click “Continue”.



5. Using the drop-down menu, select the grade earned for each student currently enrolled in your course. (In this example, student name and id have been removed for confidentiality.)

6. Click “Submit Grades”.



Q & A:

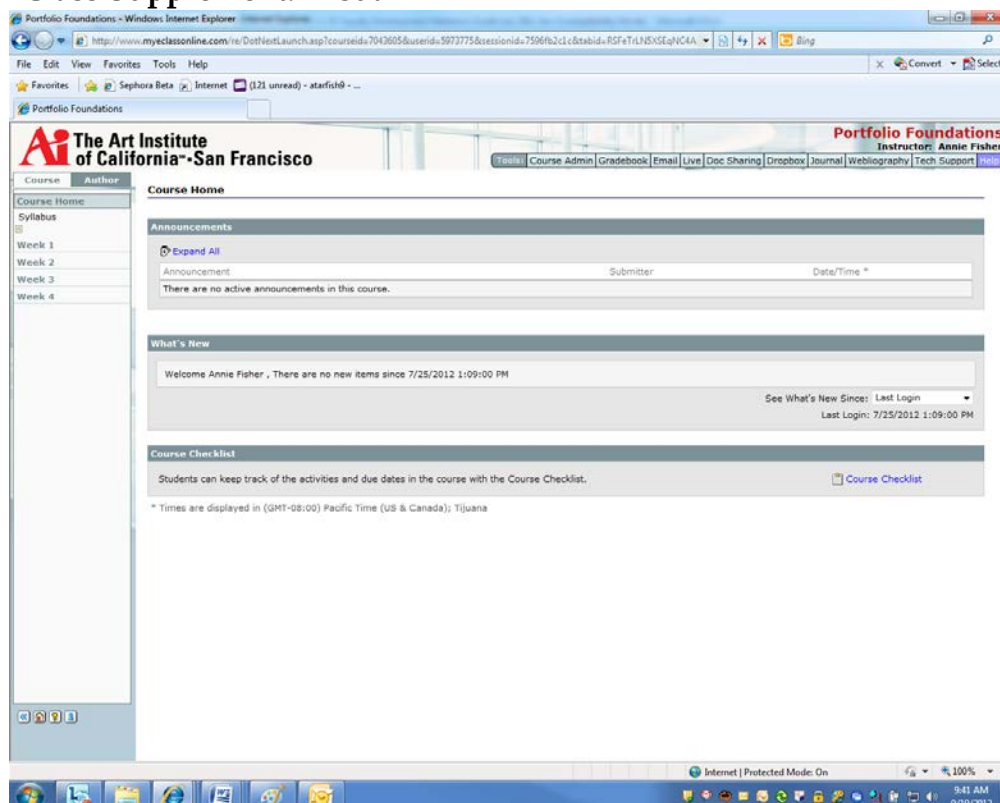
Still having trouble? Come to the Registrar’s Office!

We can help you navigate the grade entry process.

You may also email Christie McGee, Assistant to the Registrar, at cmcgee@aii.edu or Michelle Kalus, Associate Registrar, at mkalus@aii.edu.

Made an entry error? You have until the grade entry deadline to make any necessary changes through OLS. After the deadline, you must submit a grade dispute form and indicate that the grade change is instructor initiated.

E. eCompanion Class Supplement: Visual



F. To reserve media gear:

1. <http://www.aicasf.info> [there is a tutorial - use it!]
2. Login: user=instructor password:=pa55word
3. Go to: Equipment Library tab
4. Under Gear Reservation Process click on "DFVP/AP/PH reservations calendar" hyperlink.
5. A login/register page will open. First time user register: Tech will send you login info..
6. After log in: choose "Equipment Library" tab and choose "Reservations" from pulldwn menu.
7. Choose "Bookings" link. This opens a calendar. At top/center it says "View Schedule" with a pulldown box next to it. Use this to move between reserving Studios and different types of gear. Book gear for all dates/weeks of your class as needed. This is Step 1. You also need to:
8. Place a "Pick-up/Drop-off request" from the Reservations page: this requires re-entering quantities and categories reserved on the calendar. [This double entry will be avoided soon.]

Key Tech staff to talk w.re questions are on 4th Flr: Kim Murray & Matt Kent: 415.276.1000 x1

VI. Teaching the Once-a-week Class

Solving the Problem of Infrequent Contact

- Set up community quickly.
 - First day—memorize students' names
 - Include some small group work the first day to help develop relationships among students. Make part of that groups work personal introductions ("Where are you from? What's your favorite designer?" etc.)
- Begin each day with a 15-minute review of previous weeks' concepts
 - Lecture this yourself
 - Have students be responsible for a mini-presentation
 - Have a short quiz, which you grade in-class as part of the review (where students get full credit for taking the quiz, but get to see how much they're succeeding or failing).
- End each day with a summary of topics, skills, and techniques covered.
- Have students take notes.
 - Make note-taking part of the participation grade.
 - Have open-note quizzes.
 - Have students refer to their notes when they ask a question.
- Have written sheets you handout for every assignment.
 - Have description, methods, materials, rules, due dates, questions for brainstorming, and a list of examples from previous classes.
- Encourage students to start assignment immediately so they can call you or classmates with questions early enough so they can problem solve effectively.

- Possibly make a requirement (part of participation grade?) that students email and respond to their partner at least once within 48 hours of receiving the assignment to share ideas and questions and to solicit and provide feedback.
- Require students seek out school-sponsored tutoring, when available or appropriate.
 - Where tutoring is not available, encourage students to seek out a private arrangement with an A-level classmate.
 - Offer extra credit to an A-level student who is willing to provide tutoring to another classmate. Offer tutor training services via Andrew if student is interested in developing their teaching skills.
- Spend time helping students with project management issues.
 - Make sure you set clear due dates for brainstorming, rough drafts, and final drafts.
 - Make sure each stage gets a grade and that students know the impact of that grade on the final project.
- Provide students with web, print, and community resources for further training in the skills you are teaching them.

VII. FERPA for Faculty

What it is: F.E.R.P.A. is the Federal Education Rights and Privacy Act (1974). It's a law that protects students' rights to privacy regarding their school records and personal information. Every AI employee has the responsibility to adhere to the law, and to report violations to the Registrar, Associate Dean of Academic Affairs, or Dean of Academic Affairs.

Why it matters: FERPA places restrictions on the information that can be released about a student, and to whom it can be released. Failing to adhere to FERPA regulations can result in egregious violation of a student's privacy, legal action against the person who divulges non-directory information, and legal action against AI. Additionally, a violation of FERPA by an AI employee could result in actions against AI, including US Department of Education sanctions, loss of Veterans Affairs approval, loss of Title IV (financial aid) eligibility, and closure of the school.

Directory Information: This is personally-identifiable student information that can be disclosed to a third party without the student's consent. At AI Directory Information is defined as:

- Student's name
- Address: Local, email and Website
- Local telephone number
- Date and place of birth
- Program of study
- Participation in officially recognized activities
- Dates of attendance
- Degree and certificates awarded
- Most recent previously attended school

Photograph of student, if available

Enrollment status (i.e. enrolled, continuing, future enrolled student, re-entry, leave of absence, etc.)

Student honors and awards received

Height and weight of athletic team members

Students may restrict/allow disclosure of their personally identifying information. Students may request that their directory information not be disclosed. They may also request that a third party (typically a parent, other relative, or guardian) be provided with additional, non-directory information, such as grades, academic progress, financial and student account information, etc. Students must make this request **in writing** to the Registrar's Office, where record of the student's request will be kept on file, and where information release/restriction will be monitored.

Examples of student information that cannot be disclosed to a third party: Grades, disciplinary action, student ID#, social security # (if known), health information.

Legitimate educational interest (L.E.I.) : Refers to the reason a third party might inquire about a student's personally identifiable information, and their reasonable need to have the information to provide education or service to a student. For example, AI faculty and academic staff may need to discuss grades or behavior issues with each other in context of supporting the student's academic progress. Administrative staff may need to discuss grades, academic progress, attendance, and financial records to provide administrative support to a student. **When you're unsure about an inquirer's L.E.I., contact or refer them to the Registration Office: 1170 Market St., 7th floor, or (415) 276-4045.**

Scenarios:

Q. 1. An instructor needs to inform students of their grades, and return graded course papers/projects to them. S/he e-mails a list of students' grades to the entire class, and leaves course papers/projects in a cubicle or other unlocked spot for students to pick up. FERPA violation?

Yes: because s/he has divulged personally identifiable student information to third parties (other students), and leaves the students' materials accessible to other third parties, including other students and anyone walking by the cubicle. Instead, the instructor can e-mail each student individually regarding her/his own grade, and provide feedback about a particular project/assignment in private.

Q. 2. An instructor receives a phone call from someone claiming to be a student's parent, asking how their son/daughter is performing in class, and whether they have been attending class regularly. The caller is insistent, indicating that since s/he is paying their child's tuition and fees, s/he has every right to know and his/her academic progress. What do you do?

Refer the caller to the Registrar's Office. The staff will be able to check whether the student has signed a release authorizing his/her parent(s) to obtain grade and attendance information. If there isn't a release form on file, they will be able to explain the process for a student to provide one.

Q. 3. A student in your class has begun “acting up,” being disruptive during class, showing up when/if s/he chooses, “copping attitude” with you in class, and making snide or hurtful comments to other students in class. Another student, or small group of students approach you after class, complaining about the student’s behavior and wanting to engage you in discussion about it. What might you do?

*If the students are indicating specific actions of the student in question that are impairing their ability to concentrate and learn during class, hear the students out, document the incidents and contact your Academic Director and/or Student Affairs Office for assistance. Yours may not be the only class in which the student is being disruptive. And/or s/he may benefit from support services. Do **not** engage with the complaining students by making comments about the disruptive student’s behavior!*

Whom to contact for support:

The Registrar’s Office: 1170 Market St., 7th floor. (415) 276-4045. Office is open M-F 7:30am-6pm.

Registrar: Karen Siverson ksiverson@aii.edu

Associate Registrar: Michelle Kalus mkalus@aii.edu

Assistant Registrar: Christie McGee cmcgee@aii.edu

Student Affairs: 10UN Market St.m 4th floor. (415) 276-1050

VIII. Ai FACULTY EXCELLENCE AWARDS

The Art Institute of California – San Francisco is fortunate to have a wealth of talent among its faculty. In recognition of the expertise and dedication that The Art Institute of California – San Francisco faculty bring to their classrooms and to the wider design community, Academic Affairs is pleased to announce the Faculty Excellence Awards program.

WHO IS ELIGIBLE?

All part-time and full-time faculty are eligible to be nominated by staff, students or other faculty. Only staff, students, or other faculty may nominate a faculty member for recognition. All nominations received by the deadline will be reviewed by a panel made up of members of Academic Affairs. Honorees will each receive a cash award of \$250 and will be announced at the end of spring and fall quarters.

WHAT ARE THE CATEGORIES?

Three faculty members will be honored for their outstanding contributions in one of the following areas:

The Dean’s Award	Honors an outstanding teacher who has made significant contributions to student learning both inside and outside the classroom
The Institute Award	Honors a faculty member who has given exceptional service to The Art Institute of California – San Francisco community
The Trailblazer Award	Honors a faculty member who has made exceptional contributions in his/her field of expertise

HOW DO I NOMINATE A FACULTY MEMBER?

1. Use the nomination form provided by the Faculty Development Department or pick one up from Academic Affairs (1170 Market, 7th floor), the Faculty Workrooms (10UN 5th Floor Faculty Workroom or 7th Floor 1170 Market), Student Lounges (Basement, 1170 Market or 5th Floor 10UN) or the Library (10 UN Building, 2nd Floor)
 2. Complete the form and drop it off in one of the **Nominations Boxes**:
 - 7th Floor, near Lounge Door, 1170 Market Street
 - Jamie MacInnis Memorial Library, 2nd Floor 10UN
 - email form to anfisher@aii.edu
-

IX. General Phone List

The Art Institute of California – San Francisco

1170 Market Street, San Francisco, CA 94102-4928

Main: 415-865-0198 Toll Free: 888-493-3261

Website: www.artinstitutes.edu/sanfrancisco

Access Voicemail: 888- 297-6029

Guard Station 1170 Market: (415) 276-4100

Guard Station 10 UN (415)276-6666

Police – non emergency: (415)553-0123

EDMC, 210 Sixth Fl, Pittsburgh, PA 15222 1-800-275-2440

Building & Lab Hours: Mon – Sat. 7:00 am to Midnight

Academic Affairs Fax: 415-863-5831

Dean of Academic Affairs: Dr. Joseph La Villa 415-276-1018 7th floor 1170 Market

Associate Dean of Academic Affairs: Dr. Nathan Breitling 415-276-6794 7th floor 1170 Market

Administrative Asst. to the Deans: Ebony Jennings 415-276-1008 7th Floor 1170 Market

Davis, Mark	4001	Chef Director, Culinary	10 UN 606
Fisher, Anne	4023	Faculty Dev. Director/eCompanion Admin.	10 UN 515
Gee, Daven	4009	Coor. DFVP/AP/DPH	10 UN 410A
Gupta, Geetika	6792	Academic Director FD/ FMM	10 UN 302
Jeffra, Mia	4007	Coor. General Education	10 UN 203B
Nokkeo, Jeff	4008	Academic Director: Design	10 UN 410B
Oaklee, Kurt	1009	Senior Academic Advisor	1170 709
Robinson, Todd	1003	Academic Director: Media	1170 701
Trujillo, Ivan	6795	Coord. GD/ADV/WDIM	1170 708
Yelinek, Jordan	6793	Coord. Gen Education	10 UN 304