

# INTRODUCTION

This Faculty Handbook is designed to provide information to the Mission College faculty that allows them to most effectively serve the needs of students. The material presented includes information regarding District and College organization, relevant academic and procedural information, instructional services available to faculty, student services available at the College, and faculty and student rights and responsibilities. This Handbook should be used in conjunction with the agreement between the Association of College Educators (ACE) and West Valley-Mission Community College District and the current Mission College Catalog. Should any conflict arise between the faculty handbook and collective bargaining agreements, that latter shall prevail.

The material presented here is under continuous review. Suggestions for improvement are welcome from all members of the Mission College community, and should be sent to the Office of Instruction, or to the President of the Mission College Academic Senate.

This section presents background information on the West Valley-Mission Community College District and Mission College.

## History of the District and Mission College

In July 1962, the first public meeting was convened to address the formation of the West Valley Community College District. In October 1962, the District's formation was approved by the California State Board of Education. In January 1963, the District was established by voters residing in the Campbell, Los Gatos-Saratoga, and Santa Clara High School Districts.

West Valley Junior College became operational in September 1964 at the site of the former Campbell Grammar School in Campbell. During the 1964-65 academic years, the college accommodated 3,203 students at this 12-1/2-acre campus. The staff consisted of 10 administrators and 53 instructors with 100 courses being offered that first year.

In 1964, the present West Valley College 143-acre site at Fruitvale-Allendale was purchased. Funding was obtained through the State Junior College Construction Act. The campus was developed between 1964 and 1974, with the completion of the first building in 1968. The first classes began in Fall 1968.

In 1966-67, land was purchased in Santa Clara for the construction of a new college. These 12 acres were located north of the Bayshore Freeway (Highway 101). In 1970, the total 164-acre parcel was acquired. Mission College began its educational operations at Jefferson Intermediate School in Santa Clara in 1975. The first phase of construction was completed and Mission College moved to its new facility in September 1979. This singular three-story 63 building was designed to reflect a learning philosophy that relied heavily on study labs. Other programs and services were housed temporarily in this building with the intent to move into four attached wings. The Passage of Proposition 13 in 1978 interrupted completion of the remainder of the college. To accommodate the increase in student enrollment, portable classrooms were added to the grounds.

The Hospitality Management program moved to Mission College from West Valley College in 1987 after construction of their new building was completed. The Hospitality Management Building is a 14,500 square foot facility with two self-contained kitchens containing top quality equipment. The Retail Floristry program joined the Hospitality Management department in 2000.

Mission's Gymnasium was opened in May 12, 1994. It has a multi-use floor plan with striping for professional and league basketball as well as badminton and volleyball. It is equipped with a state-of-the-art sound system, electronically retractable bleachers and a center-court divider for split games.

The College's Campus Center grand opening was held on October 29, 1999. The new facility houses the campus bookstore, a multi-use cafeteria, video lounge, and an arcade room on its first floor. Its upper level houses offices for the Associated Student Body and clubs, the Director of Student Activities, the Vice President of Student Services, a conference center with multiple meeting rooms and a 156-station computer lab with 4 group study/activity rooms.

The Library-Telecommunications Building opened its doors in April 2001. The library facility includes 60 computer research stations as well as reference stacks, multi-media instructional materials, a 50,124 book collection, and over 160 periodicals. Also housed in the building are five group study rooms, a copy center, a training classroom and offices for all library staff and acquisitions. The telecommunications facility has two television studios used for large meetings, video shoots and teleconferences. The college's office of audio-visual equipment and repair, the web master and instructional designer are all within the building as well.

Ground was broken for the Child Development Center on May 3, 2001 and it opened for service in August 2002. Within the 9,000 square foot center are meeting rooms, offices, observation rooms, play rooms, a laundry room, and kitchen. Surrounding the building are outdoor play areas with lawns, play equipment, and seating.

Physical Education Phase II, adjacent to the gymnasium, opened in October 2003. This new building houses new shower and locker rooms, meeting rooms, equipment storage rooms, team rooms, laundry facilities and offices for athletics staff.

Mission's Silver Anniversary Celebration was held on Saturday, May 18, 2002 at the Triton Museum of Art in Santa Clara. A special commemorative composition, "Celebration in Silver" was composed by Professor Keith Johnson.

President Christopher O'Hearn commissioned a new flag to be flown in honor of the college's next 25 years which was unveiled and raised in a ceremony with Vice Mayor Jamie Mathews on Friday, May 24, 2002 the day proclaimed "Mission College Day" by the City of Santa Clara. In August 2004, construction on Mission College's Science & Technology building was completed housing classrooms for Biology, Chemistry, Physics, Anatomy & Physiology, and Botany, as well as meeting rooms and offices for the programs.

Mission College began its 1979-80 academic year with 3,500 students, 8 administrators, and 73 instructors. Annually, the college has over 14,000 students served by over 100 staff members,

425 full and part-time instructors, and 19 managers. Mission College is a comprehensive educational institution that serves a diverse constituency in Santa Clara County and northern Santa Cruz County by providing university transfer preparation, workforce training, basic skills course work, vocational/ career preparation, and counseling and guidance. The College grants Associate in Arts and Associate in Science degrees and Certificates of Completion in a wide variety of subject areas. Mission College is an accredited member of the Western Association of Schools and Colleges, and is regularly reviewed by the Accrediting Commission for Community and Junior Colleges. Mission College received reaffirmation of its accreditation in 2008.