

## Textiles Program Student Handbook 2023–2024

### **PROGRAM**

The goal of the Textiles Program is to foster a mutually supportive environment, one in which students can learn and experiment freely in the making of textile art. This encompasses helping fellow students, cleaning up after each use of facilities and equipment, using the facilities and equipment respectfully according to the orientation guidelines, and reporting broken or malfunctioning equipment promptly to the Studio Manager. A dedication to textiles as a discipline and a strong work ethic are an integral part of this program.

#### **Program Chair**

The current chair of the Textiles Program is Josh Faught, who is responsible for overseeing general program needs including student and faculty support, curriculum development, and leading the direction of the program. He also represents the program's interests to the Fine Arts Division, the institution, and the textile community at large. If you have any questions or concerns, please email him at [hfaught@cca.edu](mailto:hfaught@cca.edu) to make an appointment.

#### **Program Faculty**

Textiles Program faculty members are working artists who also are dedicated to teaching and learning. Each is responsible for their individual class content and structure.

#### **Studio Manager**

The manager is dani lopez. She works closely with the chair and faculty members, and is responsible for overseeing the day-to-day operation of the program's facilities including ensuring safe operations of equipment, oversight of materials, and the implementation of studio guidelines for safety and health. She also oversees the work-study students and the GAs (graduate assistants).

#### **Student Body**

For the Textile Program to function smoothly, each student must take responsibility for their participation in the Textiles Studios. The program relies on students' active involvement in curricular and program activities in order to create a vibrant department.

## **EMERGENCY**

### **Phone Numbers**

In an emergency	911
Public Safety Department	(415) 703-9510
CCA SF Public Safety Patrol (24/7) & After Hours Cell	(415) 726-2061

### **First Aid Kit**

The First Aid Kit is outside of the dye lab on the wall. It contains Band-Aids, ointments, etc.

## **GENERAL**

### **CCA I.D.**

Per the CCA Student Handbook each student, faculty member, and staff must carry a current CCA I.D. at all times. If a faculty or staff member requests to see your I.D. you must show it to them. If security finds you without I.D. they will ask you to leave the premises. No tools or books can be checked out without your I.D.

### **Photos**

Photos are taken of each student at the beginning of the semester. Names should be written clearly at the bottom of the photo. Photos are posted in the office for easy reference for faculty, students, and security personnel.

### **Lockers**

Students may use lockers in the Textiles Studios, but must provide their own combination lock. Lockers must be labeled with your name and semester. All unmarked lockers will be cleaned out at the end of the academic year. No unapproved chemicals can be stored in lockers.

### **Bicycles**

Bicycles are not allowed inside the Textiles Studios, because they block mandated fire exits. Bikes can be locked outside.

## **Studio Access**

During the academic year, the Textiles Studios are open from 7:00 am–12:00 am. Textiles majors have automatic access to the facilities during summer and winter breaks. For all other majors, access is possible with Studio Manager’s approval. Please see Studio Manager at the end of each semester for dates, time, and sign-up. See Updated Access hours here:

<https://docs.google.com/document/d/1Q6VD7xdgVKu8dcyvmxtnBCcB8gUzORe9fsy6CosjZLQ/edit?usp=sharing>

## **Door Access**

All students enrolled in courses are automatically given access to the Textiles Studios. If you have concerns, please contact the Studio Manager.

## **Custodial Responsibilities**

We have custodians who empty trash and clean bathrooms multiple times a week. We also have a recycling program for paper, glass and plastic. The bins are located throughout the studio. Please help to reduce trash as much as possible.

## **Student Clean Up**

Student clean up is an integral part of this program. Students must participate in keeping a pristine working environment. Part of being a successful and responsible artist is to handle the art materials properly and to clean up after use. Please follow studio guidelines. Faculty will ask students at the end of each class to clean the studios.

## **Work-Study Students**

Students work throughout the Textiles Studios. They have special training in handling chemicals and dyes to supply the studios. They facilitate some basic cleaning tasks as designated by the Studio Manager, but are not responsible for cleaning up after students. They can assist you with handling equipment and give you access to equipment, tools, and supplies when the Studio Manager is not on duty. They are not responsible to teach you technical skills and when they are not officially on duty, please do not ask them to help you. They need to be able to work on their own artwork undisturbed.

## **Food & Drink**

Consuming food or drink is allowed only in the classroom and office areas. Food in the Dye Lab is absolutely restricted. A small fridge and microwave are located outside the Dye Lab for your use. You are responsible for taking your food and containers at the end of each semester.

## **EQUIPMENT**

### **Sewing Machines and Industrial Serger**

We currently have two regular home sewing machines, one industrial sewing machine, and one industrial serger. You must pass an orientation in order to be able to use these machines. This involves demonstrating your ability to thread the machine, fill the bobbin, replace the needle, and adjust tension for different kinds of materials. Orientations can be set up individually with the Studio Manager.

These machines are specialized equipment so there is no unauthorized usage for these machines. These machines are not available for checkout; if students would like to check out a sewing machine for home use, they can utilize the equipment at the [Soft Lab](#).

### **Tools**

Some tools are available in the Studio Managers office. You need to check out the tools prior to using them. No tool check out of tools can happen without Student I.D.

### **Other Equipment**

Spinning wheels, home sewing machines, dress forms are available for in-studio use and must be assigned. Smaller textile tools are available for check-out. Please check with the Studio Manager to have them designated to your use.

## **DYE LAB**

***Protection and safety procedures are of primary importance. All students must attend an orientation in order to access the Dye Lab.***

### **Chemical Safety**

The Textile Program strives for the safe use of dyes and chemicals. All chemicals and dyes are heavily monitored and selected for their safety and are stored safely.

The MSD sheets (Material Safety Data Sheets) are kept in a black binder on top of the dye booth in the dye lab. This binder contains all the technical and safety information of chemicals and dyes that we are currently using throughout the facilities. For any safety questions about chemicals, dyes, or other products please check this book and/or ask the Studio Manager.

All secondary containers are labeled with the material and safety information. All chemicals that a student or faculty member wishes to introduce to the department must be accompanied by a MSD sheet. No dyes or auxiliaries can be brought into the department without prior approval and handling instructions by the Studio Manager.

Any chemicals found stored in lockers or elsewhere without a label or any information will be removed immediately. These strict measures are to ensure the safety of all entering the Textiles Studios.

### **Safety Orientation**

A safety orientation and test must be completed before any incoming student is allowed to utilize the lab outside of class time. During this orientation, you will receive detailed information as to how the dyes and chemicals can pose a health risk and how you can protect yourself from exposure. Orientation and tests are in the first two weeks of each semester. Please see the posted schedule.

### **Dye Lab**

#### **General**

All dyes and pigments must be handled with gloves. Wear protective, long sleeved clothing, which should be washed frequently. Avoid the use of contact lenses in the lab. Use a respirator; dust mask, or goggles when necessary. Read labels on containers and MSDS for information. When in doubt please ask the Studio Manager.

#### **Dye Lab**

The Dye Lab requires an additional orientation in order to access. If you are not given an orientation in your class please schedule an orientation with Studio Management. Studio Management does not teach dye processes during the orientation. Only students with dyeing experience will be granted access outside of a class.

#### **Fume Hood**

Students need to use the fume hood while mixing dye pigment to make dye solution. Please follow the posted directions on the fume hood to turn it on and off. If you have questions, please see studio management.

#### **Counters and Tables**

Counters and tables need to stay clean. The department provides some drop cloths and shop rags for your use.

### **Washing Machine**

All fabric and yarn that is put into the washing machine and Panda, needs to be pre-washed in the sink with Synthrapol. The water needs to run clear before washing dyed material in the washing machine or Panda.

### **DRYING PROCESS- Dryer, Panda, and Drying Racks**

All wet fabric and yarn needs to be run through our Panda spin dryer. The studio manager can provide a demo. After spin drying in Panda, please grab a drying rack along with a drop cloth.

### **Dye Lab Refrigerator**

Prepared dyes are stored in the refrigerator. Students must label mixed dyes that they have made when storing it. Label must include name and date. No food is allowed in the dye lab refrigerator.

### **Burners**

The burners in the dye lab are gas and the pilot lights stay on 24/7. If one of the pilot lights is out, please light it with the lighters in the dye lab. If you smell gas, please let studio management know ASAP. If Studio Management is not present please call Public Safety: 415-726-2061

### **Sinks**

Please do not leave any buckets or small tools for dyeing in the sink. Please wash and leave to dry.

### **Darkroom**

Darkroom is used to store screens while they are drying. Please store screen carefully.

### **Emulsion**

Emulsion is provided for class projects. Wipe up drips and spills immediately. It becomes extremely hard when exposed and dry.

### **Light Table**

Wipe off any ink, remove all tape, and turn off when you are done. Do not use knives on the surface.

## **Containers**

Containers for dyes and pigments are supplied by students. They need to be plastic and have a well-fitting lid. No food or drink containers with food and drink labels.

## **PRINT STUDIO**

***The Print Studio is not an open work space. Tables are assigned to students enrolled in a print course for the entire semester.***

## **Screens**

Screens must be labeled with names for the semester. Please store them in racks in the dark room. Do not store them along walls or in walkways. Screens are frail and can easily be damaged. After cleaning your screen please make sure to remove all tape.

## **Washout Booth**

Never use hot water while using pressure washer to spray screens. Turn off the pressure washer when done and use as directed.

## **Irons**

Please make sure you turn off and unplug irons when you are done using them. Do not use them on dirty surfaces and keep them clean.

## **Drop Cloths**

You must cover the table completely before printing. If you are using watered down dyes you must cover the printing table with plastic sheeting first, to ensure no leakage. Absolutely no blades can be used on printing tables.

## **Print Tables**

Each student has one assigned table for their use. You are not allowed to work on top of another student's assigned table.

## **Fabric Swatches**

Please check with Studio Manager to see swatches of PFD (Prepared for Dyeing) fabrics available at Dharma Trading.

## **Weaving Studio**

***The Weaving Studio is not an open work space. Looms are assigned to students enrolled in a weaving course for the semester.***

### **Loom Accessories**

Reeds, shuttles, sley hooks, and other weaving tools can be checked out for use during the semester; all must be checked back in at the end of the semester. No accessories can be checked out without Student I.D.

### **Yarns**

Yarns are dispensed by the weaving professor or supplied by the students.

### **Floor Looms**

Please label on your loom with name and semester. NEVER use regular masking tape on the looms; blue painters tape is available in the Studio Manager's office. At the end of the semester, please make sure to clean all your things and check the loom back in with the Studio Manager.

Please report any problems or damage to the Studio Manager so that they can fix them promptly. Please keep the area around the loom clean. Pick-up all the yarn ends and sweep up the dust.

### **Backstrap and Frame Looms**

Back strap and frame looms are assigned to individual students within the Introduction to Textiles classes. These have to be checked out with studio manager and returned at the end of the unit.

### **Heddles**

Heddles should never be taken off. Space extra heddles that you are not using evenly on either side of the harness instead of taking them off.

### **Harnesses**

Harnesses should always be left on the looms during weaving! If you are not using all the harnesses, push the heddles aside and tie them to hold them to both sides. This will help prevent parts from getting bent and damaged.

### **Butcher Paper**



Please reuse the butcher paper. Roll up used paper, secure it with a rubber band, and put it in the box next to the dispenser.

## ACCIDENT PROCEDURES

### IF YOU ARE INJURED

If the injury is life-threatening:

1. Call 911
2. If there is no staff/co-worker to help, try to also call Public Safety: 510-385-1821
3. Stay where you can be located and helped (ie not in a bathroom).
4. Stop the bleeding. First Aid kits are located outside of the Dye Lab.
  - o Apply direct pressure to wound with gauze/bandage.
  - o Add more gauze if bleeding continues. Do not remove old gauze.

If NOT life-threatening:

1. Alert the Studio Manager or work-study staff.
2. Call Public Safety : 510-385-1821
3. Public Safety or a Studio Operations Manager can call a Lyft to the nearest Urgent Care or Hospital.
4. Submit [CCA Cares Form](#).

### IF ANOTHER IS INJURED OR FOUND UNCONSCIOUS

If the injury is life-threatening:

1. Call 911 or
2. Call Public Safety : 510-385-1821
3. The first person on the scene **must** stay with the injured individual. **Do not leave them alone.**
4. Stop the bleeding. First Aid kits are outside of the Dye Lab.
  - a. Put on a pair of rubber gloves (to protect yourself from blood-borne pathogens).
  - b. Apply direct pressure to the wound with gauze/bandage.
  - c. Add more gauze if bleeding continues. Do not remove old gauze.

If NOT life-threatening:

1. Alert the Textiles Studio Manager or shop staff.
2. Call Public Safety : 510-385-1821
3. Sit the injured person on the floor away from objects that might hurt them if they lose consciousness.
4. Public Safety or a Studio Operations Manager can call a Lyft to the nearest Urgent Care or Hospital.
5. Submit [CCA Cares Form](#).

### IMPORTANT NUMBERS TO PROGRAM IN YOUR PHONE

CCA PUBLIC SAFETY: 510-385-1821

**CCA Shops Safety Procedures, Community Standards, and Policies.** Effective 1/16/2018

Violations of the Student Code of Conduct

CCA expects its students to uphold the college's values of artistic and academic excellence, compassion, integrity, and global citizenship. The following list, while not exhaustive, illustrates those behaviors that, when determined to have occurred in the judgment of the college, necessarily violate the values of the college; impinge upon the rights, safety, and well being of its constituents; and therefore represent misconduct subject to disciplinary action:

- Attempted or actual theft of or damage to college property or property of college community members.
- Conduct that could result in the violation of any federal, state, or local law.
- Conduct that threatens or endangers the health or safety of any member of the college community including but not limited to physical abuse, verbal abuse, threats, verbal or nonverbal intimidation, bullying, stalking, or coercion.
- Failure to comply with the directions of college officials, law enforcement units, and emergency personnel acting in authorized performance of their duties. This also includes failure to identify oneself to such persons when requested.
- Failure of a student to act in a responsible manner to assure that the student's guest is preserving the rights of the college community as outlined within the Student Code of Conduct.
- Forgery, alteration, or misuse of college documents, records, or identification.
- Hazing or conspiring to engage in similar acts that actually or potentially injure, endanger, or humiliate any fellow student or member of the college community, whether the hazing is consensual or not.
- Interference with, obstruction of, or disruption of the teaching or learning process, administration, or any other college-sponsored activity.
- Knowingly furnishing false information to the college.
- Possession, distribution, or use of any controlled substances on college property or at college-sponsored activities.
- Possession, distribution, or use of alcohol on college property or at college-sponsored activities, except under the conditions specified in the **Alcohol Policy**.
- Possession, distribution, or use of cigarettes or vapor products on college property or at college-sponsored activities, except under the conditions specified in the **Smoking Policy**.
- Possession or use of a weapon or a replica thereof, such as a firearm, knife, explosives, or any other instrument used or potentially used to intimidate, threaten, and/or injure any member of the college community.
- Retaliation -- adverse action taken against a person because of the person's good faith opposing, reporting, or threatening to report a violation of the Code of Conduct or for participating in good faith in investigations, proceedings, hearings, or remediation related to college policies, including the Code of Conduct.
- Soliciting, assisting, or inciting another college community member to perform an act that violates the Student Code of Conduct or attempting to do the same.
- Unauthorized entry or use of college property, which includes unauthorized residence.

- Unauthorized possession, distribution, use, or duplication of keys or access cards for college property.
- Unauthorized use of electronic or other devices to record any person while on college property, disseminate personal information, or otherwise violate privacy without prior knowledge or consent.
- Unlawful harassment or discrimination based on race, color, religion, sex (including gender identity and pregnancy), national origin, age, disability, genetic information, sexual orientation, or parental status.

**The CCA Student Code of Conduct can be read in its entirety at <https://www.cca.edu/students/handbook/conduct>.**

### **Statement from the Dean of Students Regarding California Proposition 64**

(Passed Nov. 11, 2016; Effective Jan. 1, 2018)

On November 8, 2016, voters in California passed Proposition 64, thereby allowing persons who are 21 and older to possess, transport, and buy up to 28.5 grams of marijuana and use it for recreational purposes. The Bureau of Marijuana Control is the state agency responsible for regulating and licensing marijuana sales.

It continues to be illegal to smoke marijuana in public and at locations where tobacco use is outlawed, such as restaurants, and within 1000 feet of a school, daycare, or youth center when children are present. It is also illegal for motorists to smoke marijuana while driving.

Despite the change in state law regarding marijuana, [CCA's policy](#) remains unchanged: use, distribution, and possession of marijuana on campus or in association with any college-sponsored or affiliated activity or program are prohibited. The policy complies with the federal Drug-Free Schools and Communities Act. Under this federal law, as a condition of receiving federal funds, an institution of higher education such as the California College of the Arts must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on campus and as part of its activities and programs. At the federal level, this law includes any amount of marijuana.

California Proposition 215, passed in 1996, allows for the use of marijuana for medical purposes. Students who qualify under Proposition 215 to use marijuana for medical purposes are not permitted to possess, store, provide or use the marijuana on college-owned or controlled property (including, but not limited to, residence halls, academic buildings, studios, and parking lots), or during a college sanctioned activity, regardless of the location.

Propositions 215 and 64 create a conflict between state and federal laws. When state and federal laws are in conflict, federal law takes precedence. If CCA does not comply with federal

law and regulations on marijuana possession and use on campus and in college programs and activities, it risks losing federal funds for student financial aid and other important programs and services. Thus, CCA must continue to abide by federal laws and regulations and college policy barring the use and possession of any amount of marijuana on campus or in association with any college-sponsored or affiliated activity or program.

Students who fail to follow this policy are in violation of the [Student Conduct Code](#) and are subject to disciplinary action.

### **Proposition 65 Warning**

Chemicals known to the State of California that may cause cancer, birth defects, other reproductive harm and damage to the nervous system are stored and used on these premises.

Good ventilation, proper storage and handling are enforced to minimize or avoid exposure. Students, faculty and staff alike are responsible to follow studio guidelines and rules.