



Office of ACADEMIC AFFAIRS

Date: August 2, 2011
To: All Faculty
From: Sandy Mayo
Vice President of Academic Affairs
Subject: Fall 2011

Welcome back! I look forward to working with you. We have lots to do and I know we will be working together very well.

New Faculty

A warm welcome is extended to our new full-time faculty who began in Spring 2011:

Liz Casebolt - Dance

Herman Nuyda (Trig) - Nursing

Doug Marriott – Cooperative Education

Opening Day – Thursday August 25th

August 25th is a mandatory on-campus day for full-time classroom faculty, as required by our collective bargaining agreement. *Since full-time faculty are paid for this day, if you do not attend, you will need to account for an absence the same way you would for any other absence from work.* I look forward to seeing everyone at our Annual Opening Day on August 25th, 8:00 am -3:15 pm. It is important for us all to attend. See you there.

Classes begin on Monday, August 29, 2011

Your teaching schedule was mailed to you earlier. Every effort has been made to ensure that the schedule is accurate; however, a few changes are still occurring. If you believe there is an error in your schedule, please discuss it with your department chair. Every effort will be made to resolve the problem as quickly as possible. Key dates for the Fall 2011 session are posted on the web site at www.lavc.edu and are listed in the Fall Schedule of Classes.

Syllabus

At the start of each semester, instructors are **required** to provide each student with a written statement on course grading policy and procedures. Guidelines are available on the Professional Development under teaching resources. You are encouraged to include other information about your course, such as your contact information, “**student drop in hours**,” attendance requirements and books or materials needed for success in the course.

Note: All students are required to attend each class session. Do not accept more students than there are seats/desks in the classroom. Do not allow students to bring desks from other classrooms. We must adhere to the fire codes. I do appreciate it when you accept students to your class capacity.

FTES

FTES (Full Time Equivalent Students) is all about student contact hours with faculty. Your assistance with our FTES goals is critical and appreciated. We not only want the student to sign up for your class, but also to successfully complete your class (retention) and then sign up for classes the next semester (persistence).

Adding Students

Note that the last date for students to process Add slips in a 16 week class is **September 9**. In an effort to comply with enrollment deadlines, **strongly encourage** your students to process their **Add Slips** immediately. Admissions does not take late "adds" and "in Lieu of Grade Cards" do not count toward FTES, the student gets credit but the college does not. Do not allow students to stay in your class if they have not enrolled properly. If your class is full and you have added all the students that you reasonably can, please do not add more students than seats. Sorry, due to budgetary constraints we will not be adding sections.

Assigned Classroom

All classes are to meet in assigned rooms and at the designated times. ANY ROOM CHANGES MUST BE MADE THROUGH YOUR DEPARTMENT CHAIR WHO WILL WORK WITH THE OFFICE OF ACADEMIC AFFAIRS. (To allow for ADA accommodations and other concerns, no room changes are made the first week of the session.) Please turn out lights and lock doors at the end of each class session.

Rosters

Rosters will be placed in your campus mailbox on Friday, August 26. If you do not receive rosters for your classes, contact your department chair. For a temporary roster, print one from <https://services.laccd.edu/wfac/> or please drop by Academic Affairs. If after the start of classes you still have not received your official roster, please contact Veronica Mosqueda at x2664 or Juan Avalos at x2661. You all have access to your rosters online.

Attendance Accounting Regulations

Regulations are listed in the **Attendance Accounting and Grading Procedures Manual**. This manual is posted on the district web site at http://albacore.laccd.edu/attendance_accounting/.

Absences and Substitutes

If you will be absent due to illness or emergency, please notify the Office of Academic Affairs at **818-947-2326** prior to 4 p.m. If you have an emergency after 4 p.m., please call **818-947-2900** to leave a voice message (messages are retrieved before evening classes begin). Do not arrange for substitutes. Your department chair will work with your area dean as substitutes will be very limited.

Evening & Weekend Services

Evenings:

- Academic Affairs Office (package pickup, key pickup, questions) – open until 8:30 p.m.
- Evening Escort Service – after dusk, students may call x2911 for an escort to their cars

- Mailroom - open from 8:00 am until 4:30 pm, Mailroom Lobby is open until 10 pm
- Media Services – 7:30 am - 10 pm M-Th, Friday 7:30 am-4 pm
- Reprographics – open from 7:00 AM M-F, will be closed at 7:25 pm M-Th, Friday 3:25PM - don't forget to have your copy card reloaded!
- Sheriff's Office – open 24/7

Weekends: **Sheriff Pickup must be arranged in advance!**

- Package Pickup -- please contact the Campus Sheriff's Office at 818-947-2911
- Mailroom – You may request a key to the Mailroom Lobby, where you can access your mailbox. When requested in advance, mailroom personnel will prepare a file for pick-up in the Sheriff's Office – this service is for Saturday instructors only!
- Media Services – Not open on Weekends – but can make arrangements if requested in advance

Emergency Services

If you have an emergency, **call** the Campus Sheriff's Office at 818-947-2911. Do NOT call the Fire Department or LAPD directly. Campus Sheriffs will coordinate the emergency effort and direct the proper resources to the emergency.

Student Discipline Issues/Class Disruptions, etc.

Report student classroom discipline problems to Annie Goldman, Associate Dean of Student Services, at 818-947-2320. Copies of the Student Discipline Procedures are available in Student Services, Campus Center, Room 100A. To access the forms open the college home page, click on faculty/staff resources, and then click on the link for student discipline. By the way, when a student feels respected by the instructor, the student is more likely to be successful and be respectful of the instructor. Respect is earned.

E-mail/Telephone/Voice Mail

All faculty should have an **LAVC.EDU** e-mail addresses and voice mailboxes. If you do not, complete the forms available in Administrative Services, Room 108 (we also have copies in Academic Affairs, Room 102). If you do not have an **LAVC.EDU** email, you miss all the news that is fit to print and some that is not. All the announcements, reminders and important stuff are on your college email.

Change of Address

If you have changed your address or telephone number recently, you can now update your personal information yourself. Please contact the college personnel office, Administration Building, Room 105a if you need assistance, Yasmin or Carol can assist you in making sure that your address gets changed in all the important places.

Field Trips and Guest Speakers

Forms for field trips and guest speakers can be picked up in Academic Affairs, Administration Room 102. Field trips require a **ten-day** advanced notification and an **attached list** of students attending.

Finals

Finals are to be given during the time indicated on the Final Examination Schedule, page 180 of the Fall Schedule.

09-10 Retirees/Separations

Please join me in wishing all a fond farewell:

Juanita Ardavany
Ellen Davis
Richard Holdredge

David May
Synthia Saltoun

Salvador Santana
Kathleen Sullivan
Bruce Thomas