



# Los Angeles Valley College

## LAVC College Bulletin October 3-8, 2010

### This Issue's News & Event



**More Student Services Offices will be Closed...But Admissions & Records, Counseling and Career/Transfer Center Reopens October 6**

***From September 27-October 12, several offices will be temporarily closed as they move to their new location in the Student Services Center and Annex. The following offices are currently closed and will be reopening on October 6:***

- *Admissions & Records, International Students Office, Veterans Services, and the Graduation Office* will reopen on the first floor of the Student Services Center (SSC); and
- *Counseling and the Career/Transfer Center* will reopen in the Student Services Annex (SSA).

***The following offices will be closed:***

- *Financial Aid* will be closed from *September 27-October 8* (reopens on the first floor of the Student Services Center (SSC) on October 11);
- *EOPS* will be closed from *October 4-12* (reopens on the second floor of the Student Services Center (SSC) on October 13);
- *Assessment Center* will be closed from *October 4-12* (reopens on the second floor of the Student Services Center (SSC) on October 13);
- *Outreach & Recruitment, TRiO, Upward Bound, and the Office of the Vice President of Student Services* will be closed from *October 4-12* (reopens on the second floor of the Student Services Center (SSC) on October 13);
- *Associated Student Union (ASU)* will be closed from *October 4-12* (reopens on the second floor of the Student Services Center (SSC) on October 13); and
- *Services for Students with Disabilities (SSD—formerly DSPS)* will be closed from *October 5-12* (reopens on the Student Services Annex (SSA) on October 13).

While the offices are closed, they will not be able to provide any services for students. Students should be prepared to visit the above noted offices in their new location when they reopen. For more information regarding the Student Services move, please contact the Office of the Vice President of Student Services at (818) 947-2688.



### **LAVC to Host the Next LACCD Board of Trustees Meeting on October 6**

***The Los Angeles Community College District (LACCD) Board of Trustees will hold its monthly meeting on Wednesday, October 6 at LA Valley College. The Public Session for the LACCD Board of Trustees Meeting begins at 3:30 p.m. in Monarch Hall.*** The campus community is invited to attend the open session, since Dr. Carleo will be acknowledging the role of the LAVC faculty, staff and administration at the meeting. There will also be a presentation on LAVC's STARS (Strategic Team for the Advancement and Retention of Students) program, which helps to improve success, retention, and program completion rates for all students at LAVC by recruiting faculty, staff, and students to actively participate in workshops together. For more information regarding the LACCD Board of Trustees meeting at LAVC, contact the LAVC President's Office at (818) 947-2321.



### **Family Resource Center Receives a Statewide Competitive Grant**

***The LAVC Family Resource Center has been awarded a statewide competitive grant through the California Department of Education (Perkins Tech Prep).*** The FRC will be running California's (only) funded demonstration model for a high school early childhood workforce program. It will be working with San Fernando, Panorama and Poly High Schools. Congratulations to the Family Resource Center!



### **Want to Learn About the Latest Committee News? Check Out LAVC 411 Web Page**

***The LAVC 411 Web page contains updates, news and announcements from various LAVC committees that are of interest to the campus community-at-large. These updates include motions passed, items discussed, and other important information that is relevant to our faculty, staff and students.*** In addition, the LAVC 411 Web page posts a complete schedule of campus committee meetings with dates, times and locations. To learn the latest committee news, visit <http://www.lavc.edu/411>.



**RSVP Today for the Valley Green Building Task Force Event with Guest Speaker Larry Eisenberg**

***The Valley Green Building Task Force (VGBTF) and the Valley Green Team will hold its monthly meeting with special guest speaker Larry Eisenberg, executive director of facilities planning and development for the Los Angeles Community College District, on Tuesday, October 19 from 8-11:30 a.m. in the Cafeteria Conference Room.*** Larry will be talking about “Applying Best Practices and Lessons Learned from LACCD to the Commercial Building World” with an LAVC campus tour. President Dr. Sue Carleo will be giving some opening remarks at this event, and Tom Lopez, director of college facilities, will also be speaking. Seating is limited to 50 people; RSVPs are being taken on a first come, first serve basis. There is a \$10 donation for this event at the door. To RSVP, contact Carolyn Casavan at (805) 644-7976, ext 402.



**Mark Your Calendar—October 21 is the Next Sustainability Workshop**

***The LAVC Sustainability Group will be kicking off its Fall 2010 LAVC Sustainability Series with an “LAVC Central Plant Turns Green into Gold” Workshop on Thursday, October 21 from 12:30-2:30 pm in the Cafeteria Conference Room.*** Come learn more about sustainability issues at LAVC with this workshop featuring Tom Lopez, director of College Facilities. This workshop also includes a walking tour of the LAVC Central Plant, so wear comfortable walking shoes. Participants will enjoy green tea and light refreshments, so be “green” by bringing your own mug. To request an accommodation for this event, please email [marriodc@lavc.edu](mailto:marriodc@lavc.edu). For more information, contact Doug Marriott in LAVC Job Training at (818) 778-5568 or visit <http://www.lavc.edu.gogreen>.



**Got News? Let the Public Office Help You Publicize It!**

***The LAVC Public Relations Office can assist with disseminating news and announcements, and promoting events and activities on campus.*** It can help LAVC departments, programs and services with posting: announcements in the College Bulletin, event announcements on the college’s electronic marquee, calendar listings on LAVC’s online calendar, news & events announcements on the LAVC homepage, and messages on LAVC’s Facebook, Twitter and MySpace pages. The college’s Web designer can also help update Web pages, assist with redesigning your Web page, and post information

on instructor pages! To submit your request, submit a PR Request Form (available at <http://www.lavc.edu/campusnews/pr.html>) to [news@lavc.edu](mailto:news@lavc.edu).

**Additional news and events are posted online at <http://www.lavc.edu/campusnews/index.html>.**

## Please Announce to All Students

The following are important campus announcements for your students:

- **Attention Students...Student Services is Moving!** The Offices of Admissions & Records, International Students Office, Veterans Services, Graduation Office, Counseling, Financial Aid, EOPS, Assessment Center, Outreach & Recruitment, TRiO, Upward Bound, the Office of the Vice President of Student Services, Associated Student Union (ASU), and Services for Students with Disabilities (SSD—formerly called DSPS) will be moving to the new Student Services Center and Annex buildings between September 27-October 12. Selected offices will be closed on specific dates, and will be reopening in October in their new location. For a complete schedule of when each office will be closed and reopened, please visit <http://www.lavc.edu/campusnews>.
- **Attention Fall Students! Don't Forget to Buy Your Parking Permit.** Parking permits are required for all parking lots on campus. You should remember to purchase your Fall semester parking permit from the Business Office. The Sheriff's Office has been citing violators since September 11. To pay for your parking pass visit the Business Office in person, or pay online by clicking the "Pay Your Student Fees Now" link at [www.lavc.edu](http://www.lavc.edu).
- **Mark Your Calendars—UCLA Workshops on October 12 and 18.** The LAVC Career/Transfer Center will hold several UCLA Admissions Workshops in their new offices in the Student Services Annex. On Tuesday, October 12, the following series of workshops will be held: a general UCLA Admissions Workshop from 1-1:45 p.m., a UCLA admissions workshop for Social Science majors from 1:45-2:15 p.m., a UCLA admissions workshop for Science majors from 2:15-2:45 p.m., and a UCLA admissions workshop for Engineering majors from 2:45-3:15 p.m. On Monday, October 18, there will be a UCLA Admissions Workshop from 1-2 p.m. For more information, visit the Career/Transfer Center Web page at <http://www.lavc.edu/Transfer/index.html>.
- **Report a Crime Anonymously at the LAVC Sheriff's Tip Line.** The LAVC Sheriff's Department has a new hotline to anonymously report a crime or other suspicious activity on campus. Callers can just leave a message on the hotline at (818) 778-5678. For campus emergencies, please call (818) 947-2911.

## Announcements & Events for Faculty/Staff

**October 4—Word 2 Workshop.** The Office of Professional Development and Title V will present an "MS Word 2 Workshop" on Monday, October 4 from 1-2:30 p.m. in the Professional Development Center (Bungalow 83). This intermediate-level workshop will teach you the additional MS Word 2003 features such as manipulating graphics, creating and modifying tables, and more! This workshop will be facilitated by Tom Aduwo. For more information, contact Professional Development at (818) 947-2712 or email [profdev@lavc.edu](mailto:profdev@lavc.edu).

**October 5—Creating Engaging Online Discussions Workshop.** The Office of Professional Development and Title V will present a "Creating Engaging Online Discussions" workshop on Tuesday,

October 5 from 1-2:30 p.m. in the Professional Development Center (Bungalow 83). Come learn how to create, monitor, and evaluate effective discussions. The workshop will cover: developing engaging discussion topics, monitoring discussions, dividing up students, and using Google Docs and the Etudes grading tool. Jim Marteney will facilitate this workshop. For more information, contact Professional Development at (818) 947-2712 or email [profdev@lavc.edu](mailto:profdev@lavc.edu).

**October 6—Web 2.0: Getting Students Involved.** The Office of Professional Development and Title V will present a “Web 2.0: Getting Students Involved” on Wednesday, October 6 from 1-2:30 p.m. in the Professional Development Center (Bungalow 83). This training will teach faculty how to engage students in active learning with Web 2.0 tools. This workshop will be facilitated by Jim Marteney. For more information, contact Professional Development at (818) 947-2712 or email [profdev@lavc.edu](mailto:profdev@lavc.edu).

**October 7—Excel 2 Workshop.** The Office of Professional Development and Title V will present an “Excel 2 Workshop” on Thursday, October 7 from 1-2:30 p.m. in Engineering 101. This workshop will teach you Excel’s advanced formatting features, and will expand on developing formulas and adding charts. No experience is necessary to attend this workshop. The facilitator will be Pat Franco. For more information, contact Professional Development at (818) 947-2712 or email [profdev@lavc.edu](mailto:profdev@lavc.edu).

**Attention Faculty—Notice of Filing Period for Advancement of Rank.** The filing period for advancement in academic rank for the Spring of 2011 began on Monday, August 30, 2010 at 9 a.m. and concluded on Friday, September 24, 2010 at 12 noon. Specifically, applications for advancement in rank were available beginning on Monday, August 30, 2010 at 9 a.m. and concluded on Friday, September 24, 2010 at 12 noon. The final date to return an application for advancement in rank will be Friday, October 8, 2010 at 12 noon. Applicants must inquire into this process on an individual basis. Group or department requests will not be honored. Interested faculty should contact Kathy Snider, Chair of the Academic Rank Committee, at [sniderke@lavc.edu](mailto:sniderke@lavc.edu) (campus e-mail) or x2834 (campus voice mail). Applications are not available on-line. The necessary forms, including a letter of instruction, will be forwarded to the applicant upon request.

**Attention Committee Chairs! Don’t Forget to Turn In Your LAVC 411 Committee Updates.** Committee chairs are reminded to turn in their updates for the LAVC 411 Web page within 5 business days of their last meeting to [lopezm@lavc.edu](mailto:lopezm@lavc.edu). To download the LAVC 411 Committee Updates form, visit <http://www.lavc.edu/411>.

**Is Your Information Correct in the Online Directory?** Faculty, staff and administrators who find their information inaccurate or missing, should email [news@lavc.edu](mailto:news@lavc.edu) with the correct information (and copy his/her department chair). Thank you.

## Activities this Week

A complete list of campus events and meetings is posted on the calendar at [www.lavc.edu](http://www.lavc.edu). Please contact the listed department/contact person for more detailed information.

**Symbol Key:**  For Students,  For Faculty/Staff,  Arts/Music,  Deadlines

### Sunday, October 3


*American Kennel Club Dog Show sponsored by the Burbank Kennel @ 9 am- 5 pm (Grass area between Music and Art Building) – Contact: Jack Bradshaw (323) 727-0136 [mail@jbradshaw.com](mailto:mail@jbradshaw.com) [Dog Show Web Site](#)*


*After Effects Hands-on 1 (2 of 3) sponsored by IDEAS @ 10 am- 2 pm (Campus Center 4); \$60 for three-Saturday workshops; student discount is available – Contact: Casey [ideasreg@lavc.edu](mailto:ideasreg@lavc.edu) [IDEAS Web site](#)*

*Computer Cornerstones 1: The Computer as a Tool (2 of 3) sponsored by IDEAS @ 10 am- 2 pm (Campus Center 4); \$60 for three-Saturday workshops; student discount is available – Contact: Casey [ideasreg@lavc.edu](mailto:ideasreg@lavc.edu) [IDEAS Web site](#)*

*Maya 3D Animation Hands-on 1 (2 of 3) sponsored by IDEAS @ 10 am- 2 pm (Campus Center 4); \$60 for three-Saturday workshops; student discount is available – Contact: Casey [ideasreg@lavc.edu](mailto:ideasreg@lavc.edu) [IDEAS Web site](#)*

#### **Monday, October 4**


 *AFT Faculty Guild Meeting @ 1 pm (Faculty Lounge) – Contact: Larry Nakamura [nakamult@lavc.edu](mailto:nakamult@lavc.edu) [AFT Faculty Guild Web page](#) [LAVC 411 Update](#)*

 *"MS Word II" Workshop for faculty/staff sponsored by Title V & LAVC Professional Development @ 1- 2:30 pm (Professional Development Center) – Contact: Deborah Kaye (818) 947-2712 [profdev@lavc.edu](mailto:profdev@lavc.edu) [Professional Development Web Page](#)*

*Greater Valley Glen Council Board Meeting @ 6- 10 pm (Faculty Lounge) – Contact: Terry Anderson (818) 902-9066 [tmalaw100@yahoo.com](mailto:tmalaw100@yahoo.com)*

#### **Tuesday, October 5**


 *"Creating Engaging Online Discussions" Workshop for faculty sponsored by Title V & LAVC Professional Development @ 1- 2:30 pm (Professional Development Center - Bungalow 83) – Contact: Deborah Kaye (818) 947-2712 [profdev@lavc.edu](mailto:profdev@lavc.edu) [Professional Development Web Page](#)*

 *Foundational Skills Committee Meeting @ 1- 2:30 pm (Professional Development Center - Bungalow 83) – Contact: Scott Weigand [weigansm@lavc.edu](mailto:weigansm@lavc.edu) [Foundational Skills Committee](#) [LAVC 411 Update](#)*

 *Program Effectiveness and Planning Committee (PEPC) Meeting @ 1- 3 pm (Faculty Lounge) – Contact: Rebecca Stein (818) 947- 2538 [steinrl@lavc.edu](mailto:steinrl@lavc.edu) [PEPC Web Page](#) [LAVC 411 Update](#)*

 *ASU Executive Council Meeting @ 2- 4 pm (Campus Center 104) – Contact: Elizabeth Ortiz (818) 947-2702 [ortizme@lavc.edu](mailto:ortizme@lavc.edu) [ASU Executive Council Web Page](#) [LAVC 411 Update](#)*

 *Program Effectiveness and Planning Committee (PEPC) Meeting @ 1:10- 3 pm (Faculty Lounge) – Contact: Rebecca Stein (818) 947- 2538 [steinrl@lavc.edu](mailto:steinrl@lavc.edu) [PEPC Web Page](#) [LAVC 411 Update](#)*

 *USC Transfer Information Session sponsored by USC & the LAVC Career/Transfer Center @ 3- 4 pm (USC main campus); Reservations recommended – Contact: Career/Transfer Center (818) 947-2646 [Career/Transfer Center Web Page](#) [View Flyer](#)*

#### **Wednesday, October 6**


 *Reopening of Admissions & Records, International Students Office, Veterans Services (Student Services Center – First Floor)*

 *Reopening of Counseling and the Career/Transfer Center (Student Services Annex)*

*Board of Trustees Meeting @ 8:30 am– 6 pm (Monarch Hall) – Contact: Maggie Lopez (818) 947-2321 [lopezm@lavc.edu](mailto:lopezm@lavc.edu)*

 *"Web 2.0: Getting Students Involved" Workshop for faculty sponsored by Title V & LAVC Professional Development @ 1- 2:30 pm (Professional Development Center - Bungalow 83) – Contact: Deborah Kaye (818) 947-2712 [profdev@lavc.edu](mailto:profdev@lavc.edu) [Professional Development Web Page](#)*


 *Campus Distance Education Committee (CDEC) Meeting @ 1:30-2:45 pm (TBA) - Contact: Jim Marteney [martenji@lavc.edu](mailto:martenji@lavc.edu)*


 *Matriculation Advisory Committee Meeting @ 2-3:30 pm (Presidents Conference Room) - Contact: Tino Manzano (818) 947-2418 [manzanf@lavc.edu](mailto:manzanf@lavc.edu)*


 *Hiring Prioritization Committee (HPC) Meeting @ TBA (Faculty Lounge) – Contact: Michael Arshagouni [arshagmh@lavc.edu](mailto:arshagmh@lavc.edu) [Hiring Prioritization Committee \(HPC\) Web Page](#)*


#### **Thursday, October 7**


*Blood Drive sponsored by the LAVC Student Health Center & the American Red Cross @ 8 am- 3:30 pm (Blood Mobile outside the Allied Health & Sciences Center) – Contact: Sonia Nodal (818) 947-2918 [nodalsb@lavc.edu](mailto:nodalsb@lavc.edu)*

 *STARS (Strategic Team for the Advancement and Retention of Students) Committee Meeting @ 1- 2 pm (Professional Development Center - Bungalow 83) – Contact: Deborah Kaye (818) 947-2569 [kayedr@lavc.edu](mailto:kayedr@lavc.edu)*


 *“Excel II” Workshop for faculty sponsored by Title V & Professional Development @ 1- 2:30 pm (Engineering 101) – Contact: Deborah Kaye (818) 947-2712 [profdev@lavc.edu](mailto:profdev@lavc.edu) [Professional Development Web Page](#)*

 *Space and Work Committee Meeting @ 1- 2:30 pm (President’s Conference Room) – Contact: Joshua Miller [millerje@lavc.edu](mailto:millerje@lavc.edu) [Space and Work Committee Web Page](#) [LAVC 411 Update](#)*

 *ASU Inter-Club Council (ICC) Meeting @ 1- 4 pm (Campus Center 104) – Contact: Elizabeth Ortiz (818) 947-2702 [ortizme@lavc.edu](mailto:ortizme@lavc.edu) [ASU ICC Web Page](#) [LAVC 411 Update](#)*

 *Bond Work Group (BWG) Meeting @ 3 pm (President’s Conference Room) – Contact: Tom Jacobsmeyer [jacobsmt@lavc.edu](mailto:jacobsmt@lavc.edu) [BWG Web Page](#) [LAVC 411 Update](#)*

#### **Friday, October 8**

 *Facilities Planning Committee (FPC) Meeting @ 1- 2 pm (President’s Conference Room) – Contact: Christian Nova [novacp@lavc.edu](mailto:novacp@lavc.edu) Tom Jacobsmeyer [jacobsmt@lavc.edu](mailto:jacobsmt@lavc.edu) [LAVC 411 Update](#)*

#### **Saturday, October 9**

*Introduction to MS Office 2004 (Word, Excel, PowerPoint) Workshop (3 of 3) sponsored by IDEAS @ 10 am- 2 pm (Campus Center 4); \$60 for three-Saturday workshops; student discount is available – Contact: Casey [ideasreg@lavc.edu](mailto:ideasreg@lavc.edu) [IDEAS Web site](#)*

*Photoshop CS5 Hands-On 1 Workshop (3 of 3) sponsored by IDEAS @ 10 am- 2 pm (Campus Center 4); \$60 for three-Saturday workshops; student discount is available – Contact: Casey [ideasreg@lavc.edu](mailto:ideasreg@lavc.edu) [IDEAS Web site](#)*

*Storyboard for Features and TV Workshop (3 of 3) sponsored by IDEAS @ 10 am- 2 pm (Campus Center 4); \$60 for three-Saturday workshops; student discount is available – Contact: Casey [ideasreg@lavc.edu](mailto:ideasreg@lavc.edu) [IDEAS Web site](#)*

*Animation Basics Workshop (3 of 3) sponsored by IDEAS @ 3- 7 pm (Campus Center 4); \$60 for three-Saturday workshops; student discount is available – Contact: Casey [ideasreg@lavc.edu](mailto:ideasreg@lavc.edu) [IDEAS Web site](#)*

*InDesign Hands-on 1 Workshop (3 of 3) sponsored by IDEAS @ 3- 7 pm (Campus Center 4); \$60 for three-Saturday workshops; student discount is available – Contact: Casey [ideasreg@lavc.edu](mailto:ideasreg@lavc.edu) [IDEAS Web site](#)*

**Vision Statement**

*Los Angeles Valley College serves the community as a leader in instructional excellence, facilitating the success of its diverse students, developing critical thinkers and life-long learners, and contributing to the economic and cultural vitality of the San Fernando Valley and beyond.*

**Mission Statement**

*Los Angeles Valley College is a comprehensive community college located in the center of the San Fernando Valley. The College serves the community by providing transfer, degree, career-technical, foundational, transitional and continuing education programs in an attractive and accessible learning environment that fosters student success. Embedded in these programs are the greater goals of critical thinking and life-long learning which are necessary for success in the workplace and for advancing one's education, personal development and quality of life.*

To read the entire Mission Statement, visit <http://www.lavc.edu/vision-mission/>

***The LAVC College Bulletin is distributed to the campus community every Wednesday for the following week's activities and events.***

***A PDF version is also posted on the LAVC Web site every Friday.***

**Available in alternate media formats**