

# Faculty Online Handbook

This handbook is a useful guide for faculty at Los Angeles Valley College. Suggestions for improvements are welcome and should be sent to [profdev@lavc.edu](mailto:profdev@lavc.edu).

*Please note that Federal, State, and local laws, Board Rules, Los Angeles Community College District rules and regulations, and the provisions of the Collective Bargaining Agreement between the Los Angeles College Faculty Guild and the LACCD Board of Trustees take precedence over information in this handbook.*

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# The Basics: Employee Information

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- Assignment categories, District portals, rating in, payment, understanding your paycheck, benefits, retirement

## Assignment categories:

- Regular (permanent) employees have completed their probationary assignments and achieved tenure, usually in the 4<sup>th</sup> year of employment to commence the following fall semester.
- Probationary (tenure-track contract) faculty are still serving a 4-year probationary period.
- Long Term Substitutes are considered temporary, non-contracted faculty.
- Limited Contract faculty have been appointed on a temporary contract, usually for a specially funded program or special assignment. Service in this status does not count toward tenure. Limited contract employees have the same benefits as other contract employees in certificated service.
- Non-contracted adjunct faculty work on a part-time basis and may not exceed a 67% load in the District except under special circumstances with a waiver approved by the union and the college president.
- The term “adjunct rate faculty” refers to those faculty teaching hourly rate classes, either as true adjunct faculty or as contract faculty teaching extra assignments in addition to their regular load. See Article 16 of the [Collective Bargaining Agreement](#) for seniority rules.

## District Portals:

To make changes to your personal information (e.g., address, bank account information, life insurance beneficiaries, make changes or enroll in health benefits), use the SAP portal from an on-campus computer. You’ll find it in the box on the [Faculty/Staff Resources page](#) that has links to intranet sites with restricted access. You can use a computer in the PDC (LARC 200) to access this portal.

To log in: The default username is your email log-in name. The temporary password is your 2-digit birth month (May: 05) + the first letter of your last name (K if it’s “Kaye”) + the last 4 digits of your social security number (2345): for example, “05K2345.” Then you can change it to whatever you would like.

To print your class rosters, exclude students, assign grades, email your students, and more, use the [LACCD Web Faculty Instructor System](#), accessible from any computer, on campus or off-campus. Tutorials are available on the [Faculty/Staff Resources page](#).

To log in: Use your email log-in name and password.

## Salary:

**Rating-in:** All regular, contract faculty are rated in on the salary schedule, based on their academic preparation and prior teaching experience. District HR handles the rating-in process.

**Payment:** Salaries of instructors are paid in 10 or 12 equal monthly installments. See the [current salary schedule](#) in Appendix A of the CBA for 2013-14 rates of pay. If you have questions about your paystub, see Tom Aduwo, our Single Point of Contact (SPOC) in the Payroll Office. If you use Electronic Funds Transfer, your salary will be deposited directly to your financial institution and a salary warrant will be sent to your college email address. Checks and paystubs are sent by U.S. mail to those not opting for automatic deposit. Salary warrants are sent on the last day of the month.

To have the warrant also sent to your personal email, log into SAP from a campus computer and add your email address. If you need help, contact the LAVC Personnel Office.

Your salary is subject to the following automatic deductions:

- Retirement (STRS Defined Benefit for FT faculty; STRS Defined Benefit, STRS Cash Balance, PARS, or Social Security options for adjunct faculty)
- Federal and State income tax
- AFT College Faculty Guild dues or agency shop fee

Voluntary deductions (to FACCC, the LAVC Foundation, the AFT College Faculty Guild Foundation, or other approved organizations) may be authorized by the instructor by filling out a payroll deduction card.

**Column Placement:** Faculty are rated in and placed on a row (based on years of teaching experience) and a column (based on level of education). For every year of service, faculty automatically move down one row. If you reach the maximum number of rows for your column, you cannot move any further until you move across to another column. (See Appendix A of the contract for more information.)

**Column Advancement:** Instructors who take advanced education may qualify for column advancement on the salary schedule. If you have earned enough points to move to the next column, file a form with the District Human Resources Division. Contact the HR Help Desk by calling (213) 891-2080 or emailing them through the Intranet portal. You can also [click here](#) to access forms.

## District Hospital-Medical, Dental, Vision Coverage, and Life Insurance:

New contract instructors must enroll within the first 30 days of the semester in which they are first employed. Continuing contract instructors may make changes in medical, dental, and vision

programs during the annual open enrollment period in fall. The District pays the premiums for hospital-medical, dental, and vision coverage for the employee and eligible dependents.

Life insurance is also a covered benefit for contract faculty. You can change beneficiaries or update information through the SAP portal.

Adjunct faculty who qualify may pay a portion of the premiums and have access to the same plans that contract faculty have. Eligibility and information on enrollment can be found on the [Benefits page](#) of the LACCD website or on the [College Faculty Guild website](#). The District Health Benefits unit can be reached at (888) 428-2980. A recent benefit for adjunct faculty who teach more than a 50% load is free vision coverage for the employee only. You simply need to sign up for it.

### [EAP \(Employee Assistance Program\):](#)

A free benefit for all employees, whether or not they qualify for benefits, is the Employee Assistance Program, which offers free counseling services, accessible 24 hours a day. To contact the current provider, Aetna Resources for Living, call (800) 342-8111 or go to [www.mylifevalues.com](http://www.mylifevalues.com) – use log-in code: laccd and password: eap

### [The Educational Services Center \(District Office\):](#)

There are many resources available on the District website. Forms, such as performance evaluations and conference attendance requests, can be accessed on the [Human Resources](#) page.

### [Retirement:](#)

A useful guide, the [3 R's of Retirement](#), can be found on the District website. Following the correct procedures for retirement is very important. Contract faculty are automatically in the CalSTRS Defined Benefit plan. Adjunct faculty can find information about retirement options on the [Adjunct Retirement Resource Center](#) on the College Faculty Guild website.

An addition to the District retirement plan, supplemental retirement options are available through the District. These allow faculty to not only save more for retirement but also reduce their taxable income each year. For rules and options on tax-deferred 403b and 457 accounts, see the [District Retirement Services website](#).

### [Leaves:](#)

Contract and adjunct faculty are entitled to a number of leaves (e.g., illness, jury duty, etc.). See Article 25 of the [collective bargaining agreement](#).

### [Office of Academic Affairs:](#)

The Office of Academic Affairs handles matters related to instruction. See the faculty resources sidebar on its website for useful information and forms.

## Offers of Employment:

The Office of Academic Affairs sends offers of adjunct rate assignments for the next semester's classes by the 10th week of the preceding semester to your LAVC email address or other District email. The email will come from a special email address [offerletters@lavc.edu](mailto:offerletters@lavc.edu) and faculty may indicate their acceptance or refusal of the offer by responding to the same address within 10 working days. No response to the offer within 10 days will be deemed as a refusal of the assignment.

## Absences:

Instructors must notify the Office of Academic Affairs as far in advance as possible when you need to be absent. To report your absence, call 818-947-2326 during regular business hours (Monday-Thursday 7:00 am-8:30 pm and Friday 7:00 am-3:30 pm) or to the Absence Line at 818-947-2900 outside of the regular business hours. Include your name, department, reason for absence, length of expected absence, class schedule during the period of absence, and room numbers where your classes meet. Absent instructors must also email or call their department chair and submit an Absence Certification/Request form to the department chair the following day. See [policy and procedures on absences](#) for more information. Class will be cancelled. Only department chairs may request and obtain approval for a substitute for any missed class. DO NOT ARRANGE FOR A SUBSTITUTE YOURSELF.

If you are absent for more than five days, you need to fill out a Physician's Statement. Following an absence, an absence report will be placed in your mailbox. It must be filled out, signed by your department chair, and returned to your area dean upon your return. Failure to fill out absence reports promptly may result in withholding of salary.

## Performance Evaluations:

Performance evaluation procedures for contract, temporary, and adjunct faculty are described in the [collective bargaining agreement](#) (contract) – Article 19 for adjuncts and tenured faculty, Article 42 for probationary faculty. See the evaluation forms in [Appendix C](#) for the criteria on which you will be evaluated as well as the student evaluation forms.

## District Sexual Harassment Policy:

The policy of the LACCD is to provide an educational and employment environment free from discrimination and harassment. The college no longer has its own campus Compliance Office. Information on the District policy and how to file complaints can now be found on the [District Office of Diversity webpage](#).

## Faculty obligations:

Article 13.D.8 and [Appendix Q](#) of the contract list the duties that are required or expected of all faculty.

## Work Environment:

See [Article 9](#) of the contract for information on facilities, support, and technology available to you on campus.

## SURVIVAL GUIDE FOR ADJUNCTS:

The [Adjunct Survival Guide](#) is a useful handbook created by the AFT College Faculty Guild to explain aspects of the contract that apply to adjuncts. The Guild website has [a tab for adjuncts](#) with resources that explain unemployment, retirement, health benefits, seniority, and more.



# Campus Resources

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## Email:

Paystubs, illness balances, District and campus announcements, and messages from your students are sent through college email. It is important to check it frequently.

How to get a username and password: Pick up a form in Administrative Services. It will need to be signed by your department chair and returned to Administrative Services. If you have trouble accessing your account, go to the IT department (in Campus Center around the corner north of the Bookstore).

## Phones:

If you are a full-time faculty member, you should have a phone in your office. If you are an adjunct faculty member, you may use a phone in your department or in the PDC (LARC 200) to make on-campus calls or local calls in the area. You can request voicemail (a useful way for students to contact their adjunct instructors) from Administrative Services. A form is available on the [Administrative Services](#) website. Faculty can request business cards from Administrative Services. See the form on its website.

## [Sheriff's Office:](#)

The Sheriff's Office, located in the Sheriff's Building in Parking Lot D, is staffed 24/7 to provide campus security and assist you – whether to unlock a locked door, respond to a hazardous situation, provide a campus escort to you or a student to walk to your car at night, or come to your aid in an emergency – remember to call 2911 from a campus phone or (818) 947-2911 from an off-campus number. They also have a Lost & Found.

## Parking:

Free on-campus parking is provided to faculty and staff in several lots. The parking stalls for your use are marked “staff.” Please park there to allow students to park in the student lots. Faculty/staff lots are in the following locations: College Road North lot, College Road South lot, Parking Lot D, in the marked spaces on Ethel between Allied Health Sciences and Hatteras, in the lot off of Ethel (near Parking Lot G) that used to be tennis courts, in the first row of Lot C (east of the Art Building), and in Lot H (entered from Burbank Blvd.). The new parking structure is scheduled to be opened for the fall 2014 semester. Faculty and staff parking will be available on the ground floor, including parking for electric cars. There is a fee for parking in the electric vehicles parking stalls – obtain a ticket from the machine located on that same level.

To park in faculty/staff spaces or lots, your car must have the required parking permit hanging from the rear view mirror. This permit can be obtained from the College Sheriff's Office. Cars parked on campus without the pass may be ticketed. (If you drive a different car to campus and

forget your pass, go to the Sheriff's Office for a temporary one. If you receive a ticket for not displaying a permit, visit the Sheriff's Office to ask if they will reverse it.)

### Keys:

Keys for offices, classrooms, and cabinets should be requested from the Office of Administrative Services before the beginning of the semester. Key requests must be approved by your department chair. If you don't have a key to your classroom, call the Sheriff's Office (818) 947 2911 to let you in.

### Reprographic Services (Repro):

Repro takes care of your copying needs. Currently located in the Administration Building next to the mailroom, it will be moving to Campus Center the week of July 21. See the web page for hours and information. Work orders may be submitted in person or electronically from a district email address. Copy cards are issued to each faculty member and may be reloaded two weeks before the beginning of each semester and two weeks after the start of the semester for a limited number of copies on the self-service machines if you need them at the last minute. Otherwise, submit your orders a few days in advance either in person or by email.

### Mailroom:

Mailboxes are provided for faculty in the mailroom (except for those in certain departments, where bins are provided for mail, which will be delivered to your department office). Currently located in the Administration Building, it will be moving to Campus Center the week of July 21. If you need a mailbox, ask your department chair to request one. The inside of the mailroom is open from 8:00 am to 4:30 pm Monday-Friday. During other hours, enter the outside mail room and use your combination to open the box. Students may not enter the mailroom but may drop material through the slot marked "Instructors" just outside the mailroom.

### Information Technology (IT):

To get IT assistance, call the help desk at (818) 947-2489 (#1). There is also an [online help page](#). If you need assistance with the email username and password you have requested from Administrative Services, you will need to visit IT in their office at the north end of Campus Center (facing the old cafeteria building).

### Work and Service Orders (WSOs):

Faculty may submit work orders from any campus computer to repair something that is not working properly in an office or classroom. The WSO is sent to the department chair or supervisor for approval before being given to the appropriate division (IT, Maintenance & Operations). Adjunct faculty with concerns should contact their department chair. If conditions pose an immediate safety hazard, contact the Sheriff's Office at (818) 947-2911.

## Food:

While the cafeteria building is under construction, food and beverages are available from two food trucks – one located in front of the Bookstore (Campus Center) and one on the north side of Allied Health and Sciences. Both operate from 7:00 a.m. to 7:00 p.m. Mon.-Thurs.

## Fitness Center:

Faculty and staff are welcome to use the Fitness Center (South Gym). Contact the Athletic Program Secretary, Lu Grella, at (818) 947-2894. You can also use the LAVC outdoor swimming pool.

## LAVC Rideshare Program:

To reduce air pollution, the LAVC Rideshare Program offers incentives to employees who carpool, use public transportation, bicycle, walk, or use alternative fuel vehicles. Find out how you can save money through this program.

# Teaching and Learning: Academic & Professional Matters

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## Syllabus:

Every instructor teaching a course is expected to adhere to the course outlines established by the department. They can be found on the [Electronic Curriculum Development \(ECD\)](#) site. Faculty must provide students with a syllabus. The following elements should be included, and information designated by an asterisk\* is required by Board Rules to be on your syllabus:

- Approved course SLOs\*
- Information on the consequences of academic dishonesty\*
- The work product that will be the basis for the grade\*
- Your grading criteria\*
- Your contact information\*
- Information on financial aid
- Course objectives
- Assignments and due dates
- Your student drop-in hours (aka office hours)
- The deadline to drop without a penalty

(It is recommended you let students know how they're doing in your class well before this date so they can make informed decisions about withdrawal.)

For suggested statements, see Course Syllabus at: <http://www.lavc.edu/profdev/teachingres.html>

## Faculty Office Hours (also referred to as Student Drop-in Hours):

All instructors must keep scheduled student drop-in hours per week at a reasonable time to meet with students. If a student is unable to make your posted hours, try to find another time to accommodate him/her. Faculty (both full-time and adjunct) are paid for these hours. The obligation is 10 minutes per week for one standard hour of instruction, so for a 3-unit class, you would have 35 minutes of office hour time per week. See Article 13 of the contract for more information.

According to Article 9 of the contract, adjunct faculty should be provided access to office space that includes a desk, computer, phone, and secure storage space. Many departments have set aside shared adjunct faculty offices that meet these requirements. The PDC (LARC 200) has computers, a printer, and phones, for adjunct faculty use and is open from 7:30 a.m. to 10:00 p.m. Monday-Thursday, 7:30 a.m. to 3:00 p.m. Friday.

## Dealing with disciplinary issues:

Disruptive classroom behavior can be a serious impediment to teaching and learning in the classroom. Cheating and plagiarism are also issues of concern. The Office of the Vice President of Student Services offers several options for dealing with these issues, including disciplinary referrals, mediation, and informal discussions. If you have a problem with a student in your class, contact Annie G. Reed at [goldmaa@lavc.edu](mailto:goldmaa@lavc.edu) or call her at (818) 947-2320.

It is important to file the appropriate forms at the first sign of a problem. If a student is acting up in your class, chances are that he/she has done it in others. It is important to have a paper trail. Forms and information are posted on the Faculty/Staff Resources page under Student Discipline.

Our online Classroom Management and Discipline Boot Camp can help you learn strategies to deal with disciplinary issues and maintain a well-run class. Any faculty member can enter as a guest 24/7 to use the modules for information on effective methods to manage your classroom. Interact with colleagues by post or live chat and receive quick replies from Annie G. Reed, who created the course. Contact her (see above) for the login information. Or email [profdev@lavc.edu](mailto:profdev@lavc.edu) or call (818) 947-2712.

## Commencement:

Commencement takes place in June of each school year. Unless other professional responsibilities conflict, it is expected that faculty will participate in commencement. Flex credit may be earned for attendance. Your presence is important to our graduates, their families, and friends. Robes and caps can be rented from the bookstore. Join your colleagues before graduation for the traditional procession to the stadium.

## Classroom Guest Speakers:

If you invite a guest speaker to your classroom, you will need to submit a Classroom Guest Speaker form to your department chair, who will submit it to the Vice President's office at least three days prior to the day the scheduled speaker comes to the class. If you invite a guest to campus who is not an LACCD employee, that person will need to go to the Sheriff's Office to obtain a temporary parking pass.

## Academic Rights and Responsibilities:

Your rights to academic freedom are guaranteed by the bargaining agreement (Article 4) and by Board Rules. LAVC's [Faculty Code of Ethics](#) states the standards expected and the procedures to be followed when an instructor is accused of not living up to the code.

**Academic Rank:** Information on how to apply for faculty advancement in rank can be found on the [campus Academic Senate](#) web page.

**Course Standards:** Courses taught for credit must meet minimum state requirements. Course content must include material described in the course outline of

record (COR) on file in the department and available on [ECD](#). Special attention should be paid when a course is a prerequisite for another course to ensure that those elements that make it a prerequisite are emphasized. State standards say that a unit of credit should require three hours of work per week by the student, so a three-unit course should require, in addition to the traditional three-hour classroom lecture or other activities, six hours of reading, writing, lab, and/or other activities.

## Student Learning Outcomes:

All faculty are required to participate in the SLO assessment cycle by assessing courses using the process determined by the Department Chair and the Outcomes Assessment plan. According to our contract, one of the criteria on which faculty are evaluated is “Participates in the Student Learning Outcomes Assessment Cycle.” A contract interpretation clarifies what this means:

- All instructors must incorporate approved SLOs in their teaching and include the officially approved course SLOs on their course syllabi. (If course SLOs have not yet been approved or provided by the chair, this will not negatively affect the instructor’s evaluation.) All instructors must conduct SLO assessments in their assigned classes and use the results to make appropriate changes in instruction to improve student learning.
- Full-time faculty are responsible for writing SLOs and developing assessment tools, usually as a discipline or department.
- Adjunct instructors may participate in discipline or departmental activities to create SLOs and establish assessments but are not required to do so.

In addition to course outcomes, credit coursework must involve elements determined by our faculty to be crucial to meeting program outcomes, such as critical thinking. See the [Program Assessment page](#) for your program’s learning outcomes.

According to Board Rules, written work not returned to the student should be kept by the instructor for at least one year from the end of the term. Grade records should also be kept for at least a year.

## Rosters, Exclusions, and Grades:

Accessing class rosters, excluding students, and entering grades are done online using the LACCD WebFaculty Instructor System, accessible on the [Faculty/Staff Resources](#) page. Watch your campus email for instructions and deadlines at the beginning of every semester. If you are a new instructor and your course is not loaded into the system before the beginning of a semester, contact IT at (818) 947-2489 (option 1).

Assembly Bill 1725, which has been codified in Title 5 of the California Code of Regulations, assigned the responsibility for community college curriculum to Academic Senates. The [Valley College Curriculum Committee \(VCCC\)](#) resolves all curriculum concerns such as prerequisites, co-requisites, course content, and programs. The VCCC settles interdepartmental curriculum

disputes and conducts periodic reviews to ensure state mandates are met. Instructors should take curriculum issues to their department chairs for resolution or forwarding to the VCCC.

## Faculty Obligations:

It is the responsibility of all contract faculty to be involved in college activities, including developing curriculum, sponsoring co-curricular groups, participating in committees (on a department, college or District level), attending department meetings, and fulfilling your professional development (flex) obligation. A list of required and optional duties can be found in [Appendix Q](#) of the bargaining agreement.

## Professional Development:

The Professional Development Center (PDC) is located in the Faculty/Staff Resource Center, Room 200 of the Library Building (LARC) and offers many resources for faculty:

- Computers and printers for your use
- Scanners
- A Scantron machine
- A laminator
- [Handouts on teaching strategies](#) (e.g., classroom management, plagiarism, study skills, active learning, assessment, group activities, and more)
- [Retention strategies](#): Use these suggestions to help students be motivated and engaged.
- Training DVDs from Lynda.com for check-out (e.g., Photoshop, Google Docs, and more)
- Flip cameras and laser pointers for check-out
- A library of books and handbooks
- Software training on Microsoft Office programs (Access, Excel, Outlook, PowerPoint, Word)

Staffed hours are Mon.-Thurs. 9:30 am to 4:30 pm. Since PD shares space with Media Services, the PDC is open from 7:30 am to 10:00 pm.

PD also offers workshops, Tech Fest during summer and winter intersessions, adjunct faculty orientations every semester, and training rooms which can be reserved for training sessions. One room has 11 desktop computers; the other can be used for presentations or can be set up with 30 laptops. If you would like to offer a workshop (and receive triple flex credit) contact [profdev@lavc.edu](mailto:profdev@lavc.edu).

## Free Resources for Faculty:

LAVC has licenses to the following resources for faculty:

- [Gradekeeper](#) -- Manage your grades and let your students know how they are doing
- [3 Media Solutions](#) – Video hosting, videos to use in class, training videos for faculty
- [Intelecomonline](#) – Free educational videos to show to your classes

## **STARS (Strategic Team for the Advancement and Retention of Students):**

STARS holds workshops for students and faculty/staff to promote student success. Click on “Past Events” to download handouts for past workshops.

## **College Buys:**

Amazing discounts on software are available to California Community College employees and students through the CCCO Foundation. To access the store, you will need to register and send proof of employment.

## **Professional Development (Flex) Obligation:**

Because our District follows a flexible calendar – meaning that instructors are paid for time spent “in lieu of classroom instruction” – full-time classroom faculty must spend at least 33.5 hours per academic year on activities that help improve teaching and help students be successful. Adjunct faculty and full-time faculty with extra assignments must fulfill half the total number of weekly classroom hours on these professional growth activities. Fulfillment of this obligation is one of the criteria used in your performance evaluation. Failure to document your hours will be reported to college administration for follow-up action.

To plan ahead for the year, faculty are encouraged to fill out a Planning Worksheet in the fall. Forms documenting fulfillment of this obligation are due in June every academic year. For more information and to download the forms, go to [PD Obligation Forms](#), visit the PDC in LARC 200, email [profdev@lavc.edu](mailto:profdev@lavc.edu) or call (818) 947-2712. To reach Deborah Kaye, Professional Development Director, call (818) 947-2569.

## **Conference and Tuition Reimbursement:**

Thanks to an agreement negotiated by the District and the faculty union, the LACCD provides funds for instructors to attend conferences and be reimbursed for tuition spent to advance in their fields. Funds are available beginning in July of each year and are allocated by the Professional Growth Committee. Guidelines and information on applying for Faculty Conference Reimbursement and Faculty Tuition Reimbursement can be found on the [Faculty Staff Resources](#) page. Submit forms to Administrative Services. The College President gives final approval for all Conference requests after taking into account the institutional need for attendance and the resulting impact the request will have on students.

## **Media Services (formerly IMS):**

Located in the Faculty/Staff Resource Center (LARC 200), Media Services has equipment available for check out:

- Laptops, projectors, and screens



- Digital and video cameras, document cameras
- Wireless PPT remotes, laptop speakers
- iPads, interactive tablets, response clickers

And more!

You can also request one-on-one help to learn how to use the equipment in your smart classroom. If you need an event or classroom activity videotaped or require audio-visual equipment set up, contact them to make arrangements. They are also available to take photographs and create and edit videos.

Hours are Mon.-Thurs. 7:30 am to 10:00 pm, Fri. 7:30 am to 3:00 pm. Call (818) 947-2489, and hit option #2 to reach Bob Dodds or Jose Torres.

## LAVC Monarch Store:

[LAVC Monarch Store](#) is our college bookstore. Students can buy and re-sell textbooks, and obtain all sorts of gear, like backpacks and clothing, as well as supplies.

## Textbooks:

Some departments have selected the books faculty should use in certain courses. Check the course outline to see what books are required or recommended. Except when there is a department-approved text, instructors are free to decide on the textbooks they wish to use. However, keep in mind that students may need to purchase very expensive textbooks for several classes, so consider the cost when selecting materials.

[Online textbook ordering](#): For online text book ordering use our LAVC email login; the default password is “monarch”. If you are a new faculty member, you need to email the bookstore manager, Mary John, and give her your user name and login ID so she can create an online account for you and set your default password to “monarch”. You can change it once you log in for the first time.

Textbook order due dates for the following semesters and intersessions are:

- **Winter:** October 1-15
- **Spring:** October 1-31
- **Summer:** April 1-15
- **Fall:** April 1-30

The bookstore can make custom bound copies of materials you provide, which will be sold at the bookstore for a reasonable cost. Be sure to use only open access materials unless you have obtained copyright permission.

An instructor may request a review copy of a text from the publisher. If you obtain a student copy (not an instructor edition), please give it to the library to put on reserve for students who need to access the textbook on campus.

## Finals:

The final exam must be given on the day and time listed in the Schedule of Classes. You are expected to hold a class session for the time scheduled.

## Major Religious Holidays:

According to District Administrative Regulations, “On major religious holidays, students shall not be required to register or attend classes.” Since faculty have the option of observing religious holidays without penalty, the same holds true for our students, who should not be penalized for observing major religious holidays. It is the responsibility of the student to find out what assignments will be or have been missed and to make up the work.

## Distance Education/Virtual Valley:

This site offers help for students and faculty in Distance Education, as well as assessments to help you find out if online education is right for you. The [Virtual Valley Help Desk](#) offers assistance by phone, email, and in person in its office located on the second floor of the LARC. Only faculty with ETUDES certification may teach online or hybrid classes. Contact [profdev@lavc.edu](mailto:profdev@lavc.edu) to find out where to take ETUDES training.

## Accommodating Students with Disabilities:

If you have a student who needs accommodation for a physical or learning disability, send them to the [Office of Services for Students with Disabilities \(SSD\)](#) in the Student Services Center Annex. Click above for information that all faculty should be aware of, including the [SSD Handbook for Faculty](#).

## LAVC Emergency Response Plan:

See the [evacuation map](#) and other crucial information for your safety on campus.

## Emergency Notifications:

In case of an emergency affecting the college, emails will be sent through campus email. In addition, the college will be replacing its current E-Alert notification system in August. It is important to sign up for that system so you can receive alerts to your cell phone. Information on how to sign up will be posted on the [LAVC homepage](#).

# Focus on Students: Encouraging Help-Seeking Behaviors

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## Student Support Services:

Faculty can help students succeed by letting them know about the myriad support services available to them at LAVC. These are some of the programs and services available:

- [Student Services overview](#)
- [Tutoring labs](#)
- [Writing Center](#)
- [Library](#)
- Computer Commons (LARC 234)
- [Financial Aid](#)
- [LAVC Foundation scholarships](#)
- [Counseling](#)
- [Veterans Services](#)
- [EOPS](#)
- [TRIO](#)
- [Career Transfer Center](#)
- [Service Learning](#)
- [Cooperative Education](#)
- [CalWorks](#)

## LAVC Student Health Center:

The center, located in the North Gym, provides students with medical and psychological services. They offer free health screenings, low-cost flu shots, HIV testing, referrals, and many more services to currently registered students.

## Transfer Alliance/Honors Program (TAP):

TAP (the Transfer Alliance Program) is an academic honors program that helps first-time college students transfer to four-year colleges and universities that offer them priority consideration for admission. Honors courses are enhanced versions of the original course that emphasize critical

reasoning and college-level writing skills. The course must have an approved honors addendum to the course outline.

All honors sections. Every semester, about five sections of honors-only classes are offered to TAP students. These classes are capped at 35 and rotate on a two-year schedule. Students can also take honors-approved courses that are not being offered in a particular semester. A contract outlining the additional course work is filed and approved by the TAP Director. Upon successful completion, it is noted on the student's transcript that he/she has taken the course as an honors section. TAP students have priority for honors sections when registration opens, but after the first day of class, faculty can, at their discretion, add students who are not currently enrolled in the program but wish to apply.

Why become a TAP instructor? It's a great program that helps our students transfer to university. And you'll receive 6.7 hours of flex credit for each TAP class you teach. If you would like to teach an honors class, contact your department chair and/or the TAP Director, Laura Scott, at 818-947-2330 or [scottlc@lavc.edu](mailto:scottlc@lavc.edu).

### Community Services:

The Community Services Program meets the educational, social, economic, recreational, cultural, and civic needs of the people in the local community served by LAVC. Check out the offerings!

### LACCD Student Internship Program:

This program connects students to paid internships with firms doing business with the District through the bond construction program.

### Student Complaints:

Students sometimes have a complaint about their treatment at the college. The offices of [Academic Affairs](#), [Administrative Services](#), and [Student Services](#) have complaint forms on their websites that students can fill out and submit. Students can also file a complaint with the President's Office in person.

**Grade grievances:** Sometimes students want to challenge a grade they receive. The first step for a student is to contact his/her instructor to discuss the problem. If the issue is not resolved, or if the student is unable to meet with the instructor, the next step is to contact the department chair. If the issue is not resolved after meeting with the chair, the next step is to meet with the area dean in the Office of Academic Affairs who oversees the department. If no solution is reached, the student may contact the campus the [Office of Ombudsperson](#) to discuss the option of filing a formal grade grievance, according to E-55. The Ombudsperson will consider whether a student grievance has merit and can order a hearing. If a hearing is scheduled, you will be asked to appear. Click [here](#) to see the steps involved and what you need to do to prepare.

### Office of Ombudsperson:

The Ombudsperson is also a confidential source a faculty member can contact to discuss workplace-related concerns and obtain information and support. If issues cannot be resolved, the Ombudsperson will refer the faculty member to the District Office of Diversity Programs to file a formal complaint.

### District Office of Diversity Programs:

Contact this office for information about making a complaint of unlawful discrimination or harassment.

### **Collegiality in the Workplace:**

Sometimes faculty experience non-collegial situations that involve other employees at the college. Concerns of this nature should be brought to the attention of the appropriate dean or vice president.

# Becoming Part of the Campus Community

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## Staying informed:

One way to stay connected and participate in campus events is to read the current week's bulletin. Be sure to tell your students about events for them. A bulletin is sent to your college email address weekly. The current edition plus archived bulletins and a calendar of events are available [online](#). The college offers wonderful dance, music, and theater programs as well as art exhibits in the Art Gallery and programs featuring speakers and panels.

## Accreditation:

Find out about the college's accreditation status and upcoming visits and reports. Read the ACCJC reports and college self-evaluations.

## Finding people:

Contact individuals on campus or in the District by typing their last name into your college email address line, by using the [LAVC phone directory](#), or by dialing "0" from a campus phone.

## Participating in decision-making:

All contract faculty are required to participate in at least one committee (at the department, college, or district level). Adjunct faculty are encouraged to take part in committees. Information about committees you can get involved in and decisions they have made are available by clicking here: [Shared Governance Communications Updates](#)

## LAVC Academic Senate:

LAVC Academic Senate represents faculty on academic and professional matters. It meets the third Thursday of each month from 1:10 to 2:30 pm in the Faculty Lounge (B83). Elected representatives vote on matters that are taken directly to the college president for approval.

## Los Angeles College Faculty Guild, AFT Local 1521:

AFT Local 1521 is the exclusive bargaining agent for faculty in the District under a contract agreement with the LACCD. Under the California Educational Employment Relations Act, the elected bargaining agent represents the faculty in negotiations with the Board of Trustees on all issues that fall within the scope of collective bargaining, primarily wages, hours, and working conditions.

LAVC's local chapter meets the first Monday of each month from 1:00 to 2:30 pm in the Faculty Lounge (B83). Lunch is provided.

## Professional Organizations:

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Below are some of the organizations you should be aware of. The first two conduct activities to improve higher education in the state. The others are specific to various areas, such as distance education, basic skills, etc., or provide resources for teaching and learning:

### [The Academic Senate for California Community Colleges \(ASCCC\):](#)

ASCCC is a statewide professional organization interested in all matters pertaining to education, including research, legislation, dissemination of information, and teachers' rights and duties.

### [The Faculty Association of the California Community Colleges \(FACCC\):](#)

FACCC is a statewide community college organization that promotes legislation on all matters relating to community colleges and the professional recognition of community college instructors.

### [California Community Colleges' Success Network:](#)

Regional workshops, basic skills resources, and much more.

### [The Multimedia Educational Resource for Learning and Online Teaching \(MERLOT\):](#)

A free and open peer reviewed collection of online teaching and learning materials and faculty-developed services contributed and used by an international education community.

### [National Association for Developmental Education \(NADE\):](#)

A professional association that provides resources for faculty to help learners at all levels of preparedness realize their full academic potential.