Welcome to Spring 2020!

I look forward to working with each of you toward our ultimate mission - supporting our students in reaching their personal and professional goals!

This Spring, we are making great strides with the California Guided Pathways Project. This student-centered approach is designed to dramatically increase the number of students earning community college credentials while closing equity gaps.

Please visit the Office of Academic Affairs webpage often for special announcements, scheduling and curriculum information, student and faculty resources, and much more!

Karen Daar
Vice President, Academic Affairs

Best wishes to faculty members who have recently retired:

Harry Fink—Psychology
Shui-Tain Liang—Mathematics
**Syllabus & Accessibility**

All faculty are required to upload a PDF copy of their ADA accessible syllabus to the Office of Academic Affairs Syllabus SharePoint site within the first week of classes. Instructions on how to upload can be viewed here. The syllabus provides students and department chairs with a written statement on expectations for student work, course grading policy, and procedures. In addition, the syllabus includes the approved course Student Learning Outcomes (SLOs), an accommodation statement for students registered through the Services for Students with Disabilities (SSD) office, instructor contact information, and a reference to the Student Code of Conduct as it relates to academic dishonesty. Guidelines are available on the Professional Development Center webpage. For assistance with deleting or modifying an uploaded document, contact Chad Baugher in the Office of Academic Affairs at ext. 2623 or at baughecr@lavc.edu.

Instructors are responsible for ensuring that all documents and materials that are presented to students are fully accessible. Click here for a link to resources available to help faculty with creating accessible documents.

**Classrooms**

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 session and do not bring desks in from other classrooms.

**Absences and Substitutes**

For any absence, an instructor is required to notify the Office of Academic Affairs at (818) 947-2326. If you are reporting an absence after 4:00 p.m., or outside of office hours, please call (818) 947-2900 to leave a voice message (messages are retrieved before evening or 8:00 a.m. classes begin). Instructors are also required to notify their department chairs of any absence. Substitutes may only be arranged by the department chair, after receiving approval from the supervising dean.
**ATTENDANCE ACCOUNTING DUE DATES:**

- Mandatory Exclusion Roster (online): March 3
- Drop/Active Enrollment Roster (online): May 9
- Grade Roster (online): June 15
- Positive Attendance & Grade Roster: Due online 5 days after final class

Rosters are accessible online through SIS (PeopleSoft)

**FINALS WEEK**

- **June 2 - 8**

Finals are to be administered during the time indicated on the Final Examination Schedule page of the Spring 2020 schedule.

**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).

**Rosters**

The earlier you submit your online exclusions, the more accurate our attendance accounting records will be. In addition, faculty are now required to submit an online Active Enrollment Roster by **May 9, 2020**. This mandatory roster confirms that all students listed are active and have not been dropped or excluded by the instructor. College Faculty are also responsible for retaining census attendance information. If you need assistance accessing SIS (PeopleSoft) contact Duane Martin at x2341. You may also contact Lilit Petrosyan at x5814 or Sergio Nakaganeku in Admissions & Records at x7230 for further instructor services.

**SPRING SEMESTER SCHEDULE OF CLASSES**

**February 10, 2020 - June 8, 2020**

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 this with your department chair. Every effort will be made to resolve the problem as quickly as possible. Key dates for the Spring 2020 session are posted [here](#).

**Adding Students & Waitlists**

- Each section will be assigned twenty (20) unique add codes for instructors to give to students on the waitlist as space becomes available.
- The last date for students to **add in-person** by permission code or to submit an Audit Permit (available in Admissions & Records) is **February 21, 2020**.
- In an effort to comply with enrollment deadlines, **strongly encourage** your students to process their permission codes immediately.
- Do not allow students to stay in your class if they have not enrolled.
- Always check your roster for accuracy and do not accept more students than available seats/desks in the classroom.

**ATTENDANCE ACCOUNTING DUE DATES:**

- Mandatory Exclusion Roster (online): March 3
- Drop/Active Enrollment Roster (online): May 9
- Grade Roster (online): June 15
- Positive Attendance & Grade Roster: Due online 5 days after final class

Rosters are accessible online through SIS (PeopleSoft)

**FINALS WEEK**

- **June 2 - 8**

Finals are to be administered during the time indicated on the Final Examination Schedule page of the Spring 2020 schedule.

**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).

**Rosters**

The earlier you submit your online exclusions, the more accurate our attendance accounting records will be. In addition, faculty are now required to submit an online Active Enrollment Roster by **May 9, 2020**. This mandatory roster confirms that all students listed are active and have not been dropped or excluded by the instructor. College Faculty are also responsible for retaining census attendance information. If you need assistance accessing SIS (PeopleSoft) contact Duane Martin at x2341. You may also contact Lilit Petrosyan at x5814 or Sergio Nakaganeku in Admissions & Records at x7230 for further instructor services.

**Adjunct Survival Guide**

- **Student Attendance Reporting Information**
- **Seniority Lists**

Now available on the Academic Affairs webpage!

**The Faculty Handbook, Employee Assistance Program (EAP) information, and other campus resources are available online.**

Check them out by clicking [here](#)!
If you are new to Canvas, sign up for a face-to-face or online self-paced training and learn to use Canvas to teach online and hybrid classes, or simply to web enhance your on-campus class. For more experienced users, advanced face-to-face Canvas training is also available. Need Canvas help? Drop-in sessions and one-on-one assistance is available! For more information, click here.

One Book, One College Program

The LAVC One Book, One College program is in full swing with The Best We Could Do as the College’s book selection for the 2019-2020 academic year. Faculty from a variety of disciplines can incorporate this book into their teaching during Spring 2020.

UPCOMING ONE BOOK ONE COLLEGE EVENTS:

Wednesday, March 4, 2020 | 1:00 p.m.-2:00 p.m.
LARC Room 100

Zine Workshop: “Zine Workshop: Create Your Own Mini-Graphic Novel” with Alicia Bien, MFA and Cheyenne Hohman
Wednesday, April 22, 2020 | 1:00 p.m.-2:30 p.m.
ACA Conference Room 2505
REPROGRAPHICS
Print jobs of 50 pages or more must be submitted to reprographics. Work Request forms are available in the Reprographics Office or online and can be hand-delivered or emailed to reprographics@lavc.edu. Lamination service and color copies are not available. If you have any questions, please call (818) 947-2401. Hours are 7:00 a.m. - 7:25 p.m. Monday - Thursday and Friday 7:00 a.m. - 3:25 p.m. (ACA Bldg., suite 1701)

EMERGENCY SERVICES
The Campus Sheriff’s Office, located in parking lot D, is open 24 hours a day, 7 days a week to assist and provide security, including providing evening parking lot escort service for faculty, staff, and students.

In the event of an emergency, Do NOT call the Fire Department or LAPD directly. Please call ext. 2911 from any campus phone or dial (818) 947-2911 from any outside telephone line.

EMAIL/TELEPHONE
Faculty members are required to have a voice mailbox and an LAVC or other LACCD email address. Network account (email) and voice mailbox forms are available online or in Administrative Services in the ACA Bldg., suite 2301. If you do not have an LAVC or other district email account, you will miss all announcements, reminders and important information as related to the college. Additionally, offer letters for teaching assignments are only distributed through a campus or District email account.

STUDENT DISCIPLINE
Report student classroom discipline problems to Annie Goldman, Associate Dean of Student Services, at (818) 947-2320. To access the forms, visit the Faculty & Staff webpage, under “Faculty Resources”. Keep in mind, when a student feels respected by the instructor, the student is more likely to be successful and be respectful to the instructor. Respect is earned.

FIELD TRIPS/GUEST SPEAKERS
Field Trip and Guest Speaker Request forms are available on the Academic Affairs webpage or in the ACA Building, Suite 2401. Field trips require 10-day advance notification and a list of students who will attend.

CHANGE OF ADDRESS & TEXT ALERTS
If you have changed your address or telephone number recently, you can now update personal information easily through the LACCD Portal. You can also sign up to receive emergency text alerts. Please contact the Personnel Office at (818) 947-2871 between 8:00 a.m.- 4:30 p.m. for assistance.