Fall is here!! I look forward to working with you toward our ultimate mission - supporting our students in reaching their personal and professional goals. This year, our focus leans toward implementing the California Guided Pathways Project, an integrated, campus-wide approach to student success that creates structured educational experiences supporting students from enrollment to the attainment of high-quality postsecondary credentials and careers.

We are continually updating the Office of Academic Affairs webpage. Visit our site for special announcements, student and faculty resources and much more. Faculty Opening Day is Thursday, August 23rd. See you there!

Karen Daar, Vice President of Academic Affairs

**NEW FACULTY**

A warm welcome is extended to our new full-time faculty:

- Bilma Pellissery—Nursing
- Alexandra Chappell—Library
- Humberto Raya Mendoza—Mathematics
- Verzine Nikoghosyan—English

The Administration & Career Advancement Building at Fulton and Hatteras
New Professional Development Coordinators

Jeanne Owens joins the staff at Los Angeles Valley College as the new Professional Development Coordinator. Recently from Oklahoma, Ms. Owens has worked as a teacher trainer at Muskogee High School and has received National Board Certified Teacher recognition with more than 35 years of experience in public education. Ms. Owen’s office is located in the Library and Academic Resource Center (LARC) in suite 200. She looks forward to integrating existing learning and training activities into a cohesive plan that moves all employees on campus toward common goals.

Long-time LAVC faculty member Dr. Sally Raskoff began working in her new role as Faculty Professional Development Coordinator over the summer, helping to organize and create training events for Faculty Opening Day and professional development offerings throughout the year. In this new position, Dr. Raskoff will steer LAVC toward increased student success using Guided Pathways principles and other student-centered strategies. A full-time faculty member in the Sociology and Ethnic Studies department since 2002, she’s been involved with STARS and the Teaching Innovations Academy, ever curious about how to improve teaching and learning. Dr. Raskoff is looking forward to collaborating with faculty using a fresh perspective. Her office is located in Library and Academic Resource Center (LARC) in suite 200G.

Introducing TAP Director, Dr. Yih-Mei Hu

Dr. Yih-Mei Hu has been a full-time faculty member in the Music Department at LAVC since 2010. She has served on several campus committees including Senate, IEC, FPC, and BWG, and is currently an SLO Coordinator. Yih-Mei is eager to meet our TAP/Honors students and work with faculty to maintain a high-quality program. She also looks forward to the possibilities of further recruitment, promotion, and expansion of TAP/Honors.

Best wishes to faculty members who have recently retired:

Ann Gee—Counseling
Sylvia Rodriguez—Counseling
Pat Calder—Communication Studies
Helen Fountaine—Communication Studies

In Remembrance of

Bill Judge
Maintenance & Operations
16 Years of Service

Tom Yacovone
Instructor of Sociology—Retired
42 Years of Service
GradGuru is Here!

LAVC has launched the new GradGuru App that gives students push notifications of important dates, deadlines, and events such as registration and schedule dates, financial aid actions, tutoring and workshop schedules, academic deadlines, and more! Students can sign up with their Student ID Number to receive these notifications. For more information, please check the GradGuru webpage.

One Book, One College News

The LAVC One Book, One College Program has announced The Left Hand of Darkness as the College's book selection for the 2018-2019 academic year. Faculty from a variety of disciplines can incorporate this book into their teaching during Fall 2018 and Spring 2018. Each participating faculty member who incorporates the book into his/her course curriculum for Fall 2018 can receive one free copy of the book!

For more information, contact Michelle Lewis, Coordinator, at lewismv@lavc.edu or at ext. 2456.
OPENING DAY—
THURSDAY, AUGUST 23RD, 2018

Annual Opening Day is on August, 23rd, from 7:30 a.m.—3:10 p.m.. This 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 cannot attend, you will need to account for this absence the same way you would for any other absence from work.

FALL SEMESTER OF CLASSES—
AUGUST 27, 2018 - DECEMBER 16, 2018

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.

Check here for Key dates in the Fall 2018 session.

ADDING STUDENTS & USING 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 online by permission code or to submit an Audit Permit (available in Admissions & Records) is September 9th.

♦ 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.
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).

Office of Academic Affairs

The earlier you submit your online exclusions, the more accurate our attendance accounting records will be as a college. This assists the college in budgeting and planning. In addition, faculty are now required to submit an online Active Enrollment Roster. 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 Lizette Carbajal at x2653 for further instructor services.

SYLLABUS

All faculty are now required to upload a PDF copy of their syllabus into the Office of Academic Affairs Syllabus SharePoint site within the first week of classes. Instructions on how to upload can be viewed here. This is to provide students and the 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, 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 under the “Teaching Resources” section. For assistance with deleting or modifying an uploaded document, contact Chad Baugher in Academic Affairs at ext. 2623 or email at baughecr@lavc.edu.

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 off lights, projectors, and computers and don’t forget to lock doors at the end of each session.

ROSTERS

The earlier you submit your online exclusions, the more accurate our attendance accounting records will be as a college. This assists the college in budgeting and planning. In addition, faculty are now required to submit an online Active Enrollment Roster. 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 Lizette Carbajal at x2653 for further instructor services.

Due Dates:

Mandatory Exclusions
September 9, 2018

Active Enrollment Rosters
November 18, 2018

Grade Rosters*
December 21, 2018

*rosters are accessible online through SIS (PeopleSoft)
LAVC Revised Mission Statement

Los Angeles Valley College serves as our students’ pathway to their success and career goals. We embrace the diversity of our community and strive to empower all members to be engaged, confident, and productive. Our comprehensive curriculum and support services enrich learning and inspire our students to achieve their personal goals, including completion of certificates, degrees, and transfer requirements. We are dedicated to providing continuing education, and enhancing personal development and quality of life.

Core Values

♦ Respect, Diversity, Openness, and Support

Los Angeles Valley College is a respectful and supportive community, open to all learners. We recognize diversity by offering extensive resources and pathways within a vibrant and evolving campus.

♦ Student Growth through Innovative Teaching and Learning

The college creates a learning-centered environment that offers a broad range of academic pathways and services in an atmosphere of academic freedom and collaboration response to students, faculty, staff, and community. This supports students’ growth to fulfill their educational goals through innovative teaching and learning.

♦ Resourcefulness and Environmental Stewardship.

The College strives to be effective stewards of our physical, technological, and financial resources to maximize institutional effectiveness. The college fosters sustainability and pride in our vibrant and evolving campus.

PEOPLESOF T INFORMATION

Faculty are encouraged to review the District-provided SIS Instructional Information in addition to resources available on the Academic Affairs webpage to learn more about the College’s new student information system.

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.

DISTANCE EDUCATION & CANVAS

Distance Education Coordinator Magda Walsh is here to assist you! She can be reached at (818) 947-2657 or at distanceed@lavc.edu.

For more information regarding LAVC’s distance education, visit the Virtual Valley web page.

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.

If you are using Canvas for an online or hybrid class, you must be certified. Trainings are scheduled through October—sign up HERE.
Absences and Substitutes

For any absence, an instructor is required to notify the Academic Affairs Office at (818) 947-2326 prior to 4 p.m. If you are reporting an absence after 4 p.m., please call (818) 947-2900 to leave a voice message (messages are retrieved before evening classes begin).

Instructors are also required to notify their department chairs. Do not arrange for substitutes. Your department chair will work with your area dean as substitutes will be very limited.

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

Report student classroom discipline problems to Annie Goldman, Associate Dean of Student Services, at (818) 947-2320. To access discipline forms, visit the Faculty & Staff webpage, under “Faculty Resources”. By the way, 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.

Reprographics

Print jobs (50 pages or more) must be submitted to reproduction. 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)

Email/Telephone

Faculty members are required to have a voice mailbox and a lavc.edu or other laccd.edu email address. Network account (email) and voice mailbox forms are available through Administrative Services.

Change of Address

If you have changed your address or telephone number recently, you can make these changes (while on campus) through Blackboard Connect via the LACCD Portal. Please contact the Campus Sheriff's Office at (818) 947-2911.

Field Trips/Guest Speakers

Field trip and Guest Speakers forms are available online or can be picked up in Academic Affairs. Field trips require a 10 day advanced notice and a class roster attached.

Keys

New instructors must submit a mailbox key request through the online portal system (available on-campus only). Keys can be picked up in Administrative Services (ACA Bldg., suite 2301), Monday - Friday, between 8:00 a.m.- 4:30 p.m. or after hours in the Office of Academic Affairs Building, suite 2401).

FLEX Obligations: Start planning now! All forms are available on the Professional Development webpage.