View the most recent campus update recording (1/14/2021).

Frequently Asked Questions

COVID-19
Q: What protocol is there for what we should do if we experience flu-level symptoms or may become aware of information that we may be at-risk? (Updated 4/08/20)
A: In these cases, please call the President’s Office directly at (818) 947-2321 or email Dr. Gribbons directly at gribbobc@lavc.edu to let us know. Self-isolate, and contact your healthcare provider and follow their directions. Also, see the update sent from the District.

Q: What do we do if a student reports having symptoms of COVID-19? (Updated 4/8/20)
A: Please contact the President’s Office ASAP at (818) 947-2321 or email Dr. Gribbons directly at gribbobc@lavc.edu. Follow the District reporting protocols that were emailed to employees.

Q: Are there any confirmed cases of COVID-19 within LACCD? (Updated 4/28/20)
A: As of April 28th, LACCD has had 42 self-reported positive testing cases.
Q: Is there an update of how our colleague in the Child Development department who tested positive is doing? (Updated 3/30/20)
A: President Gribbons heard on 3/27 that the colleague is feeling better every day. Another colleague who is contact with her has confirmed the faculty member is back home and recovering.

Q: Has an email been sent out to students about how to self-report COVID-19 symptoms? (Updated 4/08/20)
A: Students are not required to report symptoms to us. However, if they do, please follow the reporting protocol from the District.

Staff Equipment
Q: Is there an update on our collaboration with Adobe and free access to the Creative Cloud? Will there be a similar arrangement for QuickBooks? (Updated 3/19/20)
A: Our IT staff is working on an answer to Adobe licenses and will update as more information comes. A request for license validation has been submitted to Adobe and should be validated within a few days. Because each QuickBooks license is different, these may need to be accessed through VPN.

Q: When will we have access to Proctorio and other software that has been secured? (Updated 4/08/20)
A: Proctorio is now available.

Q: Are their guides for faculty to learn how to use Proctorio? (Updated 3/30/20)
A: Faculty can access a guide to Proctorio using the following link:
https://ccconlineed.instructure.com/courses/5432/pages/proctorio-online-proctoring-platform?module_item_id=263757

Q: Is Proctorio compatible with iPads or other iOS devices? (Updated 4/1/20)
A: Proctorio is not compatible with iOS devices.

Q: Will the District be making anti-plagiarism software, like Turnitin, available to instructors? (Updated 4/08/20)
A: Yes, Turnitin will be available to Valley College.

Q: What is a VPN?
A: Virtual Private Network. Essentially it will allow people to access their work desktops from another location. Most employees do not need a VPN license to work remotely.

Q: What is the process for obtaining a VPN and when can we expect to know that? (Updated 3/25/20)
A: An email went out 3/25/20 to those individuals identified as needing a VPN with instructions on obtaining a VPN.
Q: How will Chromebooks be distributed to faculty/staff? (Updated 4/08/20)
A: Chromebooks were distributed to all staff that requested them through drive-through distributions. A final distribution is scheduled for 4/10/20.

Q: Will the laptops have all required licensed applications and software? (Updated 3/24/20)
A: The Chromebooks do not have licensed software installed. Microsoft 365, the cloud-based service that hosts our email addresses, has all software available.

Q: Will there be additional hardware and peripherals allocated to faculty as needed, such as webcams or document cameras? (Updated 4/08/20)
A: Some webcams may be available to faculty already. If those resources are needed, please email your area dean, and copy Mike Lee and Matt Jordan with those requests. Mike submitted an order for additional equipment on Friday, March 27.

Additional microphones are on order.

Q: Is it possible for faculty to use equipment and teaching facilities to record video lessons? (Updated 4/8/20)
A: Yes, faculty who anticipate needing to use equipment and teaching facilities as part of their remote instruction should notify their department chair.

In addition, if you need to access any facilities on campus, even if you have a key to the building, notify the Sheriff’s Department. They are keeping a log of campus activity to coordinate cleaning and sanitizing of buildings. With this in mind, please try to limit the amount of times you need to come to campus.

Q: How do you start a professional-level zoom account? If we already have a zoom account through canvas, should we get the new pro version offered by District? (Updated 3/20/20)
A: A professional-level zoom account is accessible through laccd.zoom.us. For additional I.T. inquiries, Mark Henderson, the new Regional IT Manager, can be reached at henderme@laccd.edu

Q: How do we ensure staff can work from home remotely? (Updated 3/18/20)
A: Find out if you need equipment or software and communicate those needs to your dean ASAP. We need to be as flexible as possible, as the nature of work will necessarily change. There is a telecommuting agreement from the District that should be completed by every telecommuting employee, except teaching faculty. The CBA for AFT already covers teaching faculty. We are also working out timekeeping procedures and will send information as it becomes available.

Q: Some instructors are older and at home, who do not have access to computers, and are not otherwise computer savvy. How will these instructors be served? (Updated 4/28/20)
A: We have distributed Chromebooks to faculty and staff who requested them. If someone needs additional accommodations, they should contact their dean.
Q: Do faculty need to sign the telecommuting agreement? (Updated 3/19/20)
A: Teaching faculty do not need to sign the telecommuting agreement; this issue is already covered by their collective bargaining agreement. All other employees must sign the telecommuting agreement.

Student Equipment
Q: Will students be able to order their materials from the bookstore for late-start classes? (Updated 4/2/20)
A: Students can order books through the LAVC Bookstore website at www.lavcbookstore.com for late-start classes. The Bookstore is shipping out orders as soon as they are receiving them. UPS comes to pick up orders Monday through Thursday, but the speed at which students then receive orders may vary, and will likely take a couple of days longer than they might in other times.

Additionally, the students can access many free text materials from the Library at https://lib.lavc.edu/textbookscovid19

Q: Will there be a method implemented for students to reserve access times for campus computers? (Updated 3/28/20)
A: No, given the new LACDPH order, we will not be able to make a computer lab available to students.

Q: Will students be provided with laptops? If so, who should they contact? (Updated 7/28/20)
A: LACCD distributed Chromebooks to students during the Spring 2020 semester. For the upcoming Fall semester, additional Chromebooks have been ordered and an application process will be available in the next two weeks. Additionally, all incoming Promise students will be receiving a Chromebook.

Q: Are Chromebooks for students on loan or a gift? (Updated 6/25/20)
A: Chromebooks that have already been distributed to students are for them to keep. The details of future Chromebook distributions are still being worked out.

Q: Are noncredit ESL/Vocational Education/Basic Skills students eligible for Chromebooks? (Updated 3/30/20)
A: Yes.

Q: What if students need to pick up materials left on campus? (Updated 3/23/20)
A: In these instances, please contact your dean to discuss arrangements.

Q: How are students being informed of the free online broadband services currently being offered? (Updated 7/28/20)
A: The Coronavirus Updates page, accessible through the LAVC homepage, includes a list of Basic Need Resources for Students including internet access, food insecurity, health services, and more.
Q: Will students have resources for intermittent internet outages and disconnections? (Updated 3/25/20)
A: We will need to keep monitoring these issues and consider moving to asynchronous instruction during these outages.

There have been suggestions that students can use their phone as a hot spot or tether, relying on phone data. Another employee shared with us that T-Mobile has added an unlimited data for a while to help with COVID connectivity issues.

Class Operations
Q: What is the strategy for which classes will move online and which will not? What happens if a student cannot attend face-to-face sections? (3/28/20)
A: All classes will move to remote instruction. Most will be 100 percent online. Of the nearly 1,400 class sections, only 23 will require some additional face-to-face instruction. Arrangements will be made for these classes. Students are encouraged to try remote learning. They will be able to drop the class with an “EW” at any time before the final exam.

Q: Are all science labs offered online? (Updated 4/15/20)
A: These classes are available through remote delivery

Q: Will dual-enrollment classes continue to be offered online if high schools re-open? (Updated 4/08/20)
A: LAUSD classes will not return to in-person this semester.

Q: Are all exams expected to be on Canvas, or can some exams be given on campus? (Updated 3/28/20)
A: All exams should be given online as no face-to-face instruction is continuing this semester.

Q: Have any classes been canceled? (Updated 3/20/20)
A: No classes have been canceled.

Q: Are there any specific guidelines on Positive Attendance hours collection? (Updated 3/18/20)
A: Yes, the Chancellor’s Office sent out information this week about moving from positive attendance to other census types for remote learning asynchronous instruction.

Q: Will theater and other courses be able to meet in limited groups in large spaces? (Updated 3/24/20)
A: The newest direction is that there are to be no gatherings of any size. We will continue discussing with departments in order to meet their needs as these issues arise.
Q: There has been some concern about people who are not in classes crashing online instruction. What security measures can be taken to prevent these intrusions? (Updated 6/25/29)
A: In Zoom you can: create passwords for your meetings and share these to students via email, require registration for your students, and/or utilize the waiting room function that allows you to manually let each student into the meeting.

For additional information, refer to the LACCD Zoom guidance that was emailed to all LAVC users on 6/24/20.

Q: What actions should be taken if a student is not active online within the expected timeframe after Monday? (Updated 3/26/20)
A: Institutional Effectiveness will be working on a survey to students to gauge how successful the transition is going for them, as well as reaching out to students they have lost through the process of transition to online. You can email possible survey questions to research@lavc.edu.

We will continue to do our best in meeting the needs of students who are having difficulty accessing their classes remotely.

Q: Can faculty reschedule exams and assignments for students who fall ill? (Updated 3/27/20)
A: Faculty have broad discretion on how to handle their individual classes. Students also have the option to drop with an EW at any point during this semester before they receive a grade.

Q: What will happen with faculty who need to self-isolate during the semester? Will there be allowances for using adjuncts as substitutes or to cover broken assignments? (Updated 3/27/20)
A: There are no changes to state- or District-wide regulations regarding adjunct faculty FTE limitations and substitute hiring practices. If a situation occurs that an instructor will not be able to complete the semester and there may be an issue with these contractual limitations, the department chair and area dean will work together toward a solution.

Q: Are there protocols for professors to change the class meeting time if the class is meeting synchronously? (Updated 4/2/20)
A: If a class is meeting synchronously, it needs to continue to meet at the regularly-scheduled time. Meeting at different times may create conflicts with other classes a student is taking, which may also be offering synchronous instruction.

Student Academics

Q: Can students change their grade issuance from letter to P/NP? (Updated 4/1/20)
A: The State Chancellor’s office has relaxed restrictions on being able to offer courses as P/NP, but there may be hurdles for students looking to transfer, as not all transfer institutions are confirmed to accept these marks. Students should speak to a counselor before determining whether or not to change to P/NP.
Q: Are science classes assigning P/NP? (Updated 4/15/20)
A: Students can petition to change the grade for any course to P/NP if they choose. They should speak with a college counselor to ensure that switching to P/NP will not affect admittance into other programs or colleges.

Q: How will students be affected if they need to withdraw from their courses? (Updated 5/11/20)
A: The EW process will be automatic for any students dropping by the last day to drop with a W for Spring 2020. After that date, students will need to submit a petition requesting an EW by sending an email from their district email account to petitions@lavc.edu. This grade will not affect students’ GPA.

This link is the Executive Order from CCCO about the temporary suspension of student withdrawal regulations: https://www.cccco.edu/-/media/CCCCO-Website/Files/Communications/COVID-19/2020-01-executive-order-student-withdrawal-regulations.pdf?la=en&hash=086726884C05E2BABE60C55D713B49F91CC1654E

State Chancellor’s memorandum on EWs:
https://www.cccco.edu/-/media/CCCCO-Website/Files/Communications/COVID-19/fs-20-02-clarification-on-apportionments-withdrawals-student-fee-refunds-v2.pdf?la=en&hash=A790F0CFEB3A2E8659E0702CFB33AF41FBA1B9E7

Q: Will students have other options than taking an EW for classes this semester owing to disruptions because of the pandemic? (Updated 3/24/20)
A: Instructors can have soft deadlines and be as flexible as possible given the circumstances to allow students to succeed this semester hopefully without having to consider withdrawing from their courses.

Q: Can we continue to offer synchronous reviews and tests, or can we offer them at other times? (Updated 3/25/20)
A: There may be a conflict about offering these sessions at different times than previously scheduled.

Q: How will students submit petitions for Certificates of Achievement and Skills Certificates of Achievement? (Updated 3/30/20)
A: Admissions and Records submission requests can be sent to admissions@lavc.edu, and electronic documents are being accepted.

Q: Will full-time students receiving Pell grants be affected if their enrollment drops below 12 units? (Updated 4/1/20)
A: Pell grants are based on units enrolled at the time of disbursement. If students drop a class, then the Pell grants could be adjusted accordingly.

The CARES act will allow students to retain eligibility for Pell Grants or student loans regardless of grades earned during the emergency.
During upcoming meetings, the Financial Aid Committee will discuss the CARES act and how it will impact students as well as our operations. Vernon Bridges in the Financial Aid Office will share updates as they are received.

Academic Calendar

Q: Why are we coming back the day before Caesar Chavez Day? (Updated 3/19/20)
A: We have to restart classes on March 30 so we can meet the guidelines for enough contact in the semester.

Q: Are late start classes that are scheduled to begin April 14th going to be cancelled District wide? (Updated 3/20/20)
A: No cancellations have been made at this time as most late start classes were intended as online classes from the start.

Q: Is Monday, April 13 an instructional day now that Spring Break has been moved? (Updated 3/24/20)
A: The previously-scheduled holidays are not changing. April 13 is still listed as a non-instructional day on the updated calendar.

Q: What is the status of commencement? (Updated 4/15/20)
A: A Virtual Recognition Ceremony will be held to celebrate our 2020 graduates. More information can be found at the Virtual Recognition Ceremony webpage.

Q: Is there an updated academic calendar for the spring semester? (Updated 3/18/20)
A: The 1st 8-week session is extended to April 12. The first day of 2nd 8-week session is April 14.

Q: Will the semester end on time? (Updated 3/28/20)
A: Most classes should end on time. For those that will be unable to meet the student contact requirements within the normal time constraints, decisions will have to be made on a class-by-class basis. This affects 23 classes.

Q: Will remote classes continue through the rest of the spring semester, and what is expected for summer? (Updated 4/28/20)
A: Yes, remote classes will continue the rest of the Spring semester and we are offering online/remote classes for the Summer semester. Summer classes are now posted, and priority registration starts May 4.

Q: What might happen with the large summer transition programs (GPS) with the restrictions on large groups/gatherings? (Updated 3/19/20)
A: We will continue to follow Department of Public Health guidelines regarding restrictions on large gatherings. As the situation unfolds, we may need to look into options to serve students in summer transition programs remotely.
Q: Should we prepare to hold classes remotely for fall? Will there be any exceptions to creating new courses better suited to online teaching, even if they have not gone through our normal curriculum process? (Updated 3/19/20)
A: These circumstances may impact us through the summer and fall and perhaps into 2021. We will be finding out if we need extra dispensation through the state for flexibility to set up online courses.

Student Workers
Q: Are there any updates on the status of student workers, CGCA’s and tutors? Will they be able to work remotely? When can we expect a determination from District? (Updated 3/30/20)
A: Student workers, including CGCAs and tutors, can work remotely. They should sign a telecommuting agreement. Cadets are not able to continue to work in their current role, but can work in another role. We will be sending out more information to supervisors today.

Q: Do we still need to submit timesheets for Work Study students, or will they get paid automatically? (Updated 3/23/20)
A: Please continue to email Timesheets to Eva in Payroll.

Federal Work Study: The U.S. Department of Education has authorized payment of Work Study wages regardless of whether a student is actually working.

Please see the Guidance for Interruptions of study related to Coronavirus (COVID-19) for information about Federal Work Study.

EOPS and CalWORKs Work Study: State law does not currently allow payment of CalWORKs work study wages if students are not actually working in their work study job. The Chancellor’s Office is currently reviewing regulations regarding EOPS work study and will update this question once that research is complete.

Q: Will Federal Work Study student workers be paid similarly to other student workers? How will their financial aid be affected if they have to drop classes? (Updated 3/20/20)
A: FWS student workers will continue to get paid; a decision on how CGCAs and tutors will be paid is still pending. For federal student financial aid (Pell Grants, Federal Supplemental Grants, Federal Work study and Federal Direct Loans) guidance will be issued by the U.S. Department of Education as it becomes available. Please see the Guidance for Interruptions of study related to Coronavirus (COVID-19) for information about Federal Work Study.

Q: Will student workers in tutoring center be able to tutor from home? (Updated 3/28/20)
A: Student workers in tutoring can work remotely and should follow instructions from their supervisor.
Q: Can faculty add student tutors to courses in Canvas and can they use Zoom? (Updated 3/30/20)
A: The ARC will be following up with all faculty who had an embedded tutor in their class. They are coordinating with Magda about adding tutors to Canvas.

Current information indicates that student tutors are not eligible for Pro Zoom accounts and will be limited to the basic format.

Resources and Assistance
Q: Where will information for the call-in hotline for students be located? (Updated 3/24/20)
A: The LACCD Online Learning Call Center is available to students Monday through Friday, 8 a.m. to 6 p.m., at (844) 695-2223, or at the email studenthelp@laccd.edu. Students can contact our Welcome Center via email at start@lavc.edu or by calling (818) 947-7218.

Q: How will assistance with technical difficulties work while people are working remotely? (Updated 3/24/20)
A: An IT support email has been established at lavc-techsupport@laccd.edu to assist faculty and staff.

Q: Where should we send students who are experiencing technical difficulties? (Updated 4/28/20)
A: Students should be directed to Virtual Valley for technological assistance. The Computer Commons is also providing remote assistance to students at http://lavc.edu/computercommons/index.aspx.

Q: Does Valley have a common space/platform to share resources, questions, and best practices? (Updated 3/26/20)
A: This already exists through Canvas. You may need to email Magda to request to be put on the shell, but all certified instructors are automatically added once they complete their coursework. (MAGDA). There are lots of resources for students through our Virtual Valley page. http://lavc.edu/virtualvalley/index.html

Q: What instructional support resources should instructors offer for students during this time? (Updated 3/24/20)
A: The writing center, tutoring center, and math lab are operating with remote services. NetTutor, which is already in Canvas, is accessible to all students.

Q: Is there any emergency aid being offered to students who have been impacted by the onset of the pandemic? (Updated 5/20/20)
A: Emergency aid has been distributed to impacted students through a variety of channels including the LAVC Foundation and the CARES Act. There are still more funds available from the CARES Act aid that we are currently developing a plan for distribution.
Q: What is the status of applications and disbursement information for COVID-19 emergency funds? (Updated 5/20/20)
A: The deadline to apply for the LAVC Foundation fund was April 10. We are hoping to have funds disbursed by the following week. There are also requests for emergency funds through SEA and Promise, but these are being coordinated through the District with a different process. Promise grants are applied for through the SIS Financial Aid Scholarships page and are being disbursed directly to students’ bank accounts. Additionally, the State Chancellor’s office is offering $500 grants for students soon; students should be on the lookout to apply as soon as that information is offered through the State Chancellor’s website, as these grants may go fast.

Q: Are there options for e-book reserves at the Library? (Updated 3/25/20)
A: Yes, an in-progress master list of all available e-textbooks can be found here: https://lib.lavc.edu/textbookscovid19

Q: Will electronic textbooks continue to be made available online for free for student use? (Updated 7/16/20)
A: Free licenses for electronic textbooks are made available at the discretion of individual publishers. The LAVC Library Support for Online Teaching has directions for scanning textbooks faculty may have at home are in the tab called "Scan Your Textbook Using Apps." There is also a tab there for Open Educational Resources (OER).

While the exact desired textbook is unlikely to be freely available online, there may be ebooks or other online resources already in our collection that could serve as alternatives. Faculty can explore those resources on the LAVC Library website (see login information in this FAQ), and you can always enlist librarian support in that effort by clicking on "Ask A Librarian," and submitting a question under "Email an LAVC Reference Librarian."

Q: How can we support students who are unfamiliar with using computers, particularly if those students are ESL students who have challenges communicating with their instructor? (Updated 4/2/20)
A: Although every student has different needs on a case-by-case basis, often connecting with the department chair of a given area can be a helpful resource. Additionally, CalWORKS can offer language services in 13 different languages. Email CalWORKS@lavc.edu to be put in touch with a member of the department that speaks the appropriate language.

Q: How will the CARES Act funds be rolled out to students? (Updated 5/20/20)
A: The CARES Act funding will be received in two halves. The first half will go directly to students, and eligible students have already received $300 each. The second half can be used for institutional expenses and may have fewer restrictions on how it can be spent. We would like to use part of this money to support our students, but we are awaiting further guidelines for distribution. Funds from the CARES Act can only be distributed to students who receive federal financial aid, but SEA may be an option for providing support to AB 540 students.
Q: How is the student survey being distributed, and do we have any indication of what students are requesting the most for help? (Updated 4/24/20)
A: The survey to students was sent out via email (email subject: Spring 2020 Online Transition Survey) about two weeks ago. It is open until this coming Sunday, so please encourage students to respond. We have had about 700 responses so far. OIE will be able to share results after the survey has closed.

Campus Services
Q: What protocols should employees follow for visiting campus? (Updated 7/28/20)
A: New protocols have recently been implemented for accessing campus as limited in-person, hard-to-convert classes from Spring have resumed. Only students attending those classes will be permitted on campus. Faculty and staff who will be coming to campus need to let their dean or supervisor know the day before, and these individuals will let the Sheriff’s Department know before 4 p.m. A list will be generated for the next day and only those individuals on the list will be permitted on campus.

The day of your visit complete the COVID-19 Symptom Self Check, accessible on the LAVC homepage, before arriving on campus. You will need to log in using your LACCD email account and complete the 3 questions. This must be completed before every visit to campus. If you have difficulty accessing the self check online, these questions will also be available at the campus check-in. The campus check-in is located at the roundabout off Fulton Avenue. This is the only open entry point to campus and is where people will both check in and check out. At this time, we will not be checking temperatures during check-in, but we will continue to explore options for reliable and safe methods of checking temperatures.

Q: Will the Food Pantry be open? (Updated 7/2/20)
A: Food Pantry services and programs have been put on hold.

At this time, you may donate to Helping Hands through the LAVC Foundation. Go to lavcfoundation.org, click on “Give Online Now” and you can select to donate to the Helping Hands Project.

Q: What mental health services will be offered to students during this period? (Updated 4/28/20)
A: The Health Center can do mental and behavioral health services through telehealth services. Students are encouraged to call the Health Center to set up a telehealth appointment. Information can be found on their web page at http://lavc.edu/studenthealth/index.aspx. The LA County department of Mental Health also has services available 24/7: Access line: 800-854-7771. Text LA to 741741.

Q: What are our security measures for when the campus is mostly empty? (Updated 3/18/20)
A: We have added additional personnel in the LAVC Sheriff’s Office.
Q: Has there been any discussion regarding homeless students being able to use the facilities? (Updated 3/19/20)
A: Homeless students can use the services of nonprofits in our community. Village Family Services offers showers and pick up food (but no lobby services) for people ages 24 and under (https://www.thevillagefs.org/dropin-center). In addition, NoHo Home Alliance is offering resources, hot showers, and hot meals on Monday & Wednesday from 8:30 a.m.-12:30 p.m. (https://nohohome.org/experiencing-homelessness/). For additional resources in the community, dial 211.

Q: What impacts or shifts in our approach to Outreach may we expect? (Updated 4/28/20)
A: Outreach is already thinking how they can provide their services remotely. A virtual Welcome Center is now available at http://lavc.edu/Welcome-Center/Welcome-Center.aspx. We are also developing ways to host events remotely.

Q: Has there been a discussion about student engagement, e.g. clubs, other groups, etc. Will there be a centralized resource for students about how to reach students about remote operations? (Updated 3/20/20)
A: Our student government is already working on preparations for remote services, but this is a work in progress. In particular, trustee elections are this year, so we will have to work these details out. One initial thought was using Facebook or Instagram; other clubs have successfully used Canvas shells.

Q: Will M&O and other tradespeople still be working on campus? (Updated 3/18/20)
A: Yes, many M&O staff will continue working on campus.

Q: What about SSD? Will it remain open for exams or other services? (Updated 3/18/20)
A: With regard to proctoring, a lot should be manageable in Canvas. For specific concerns or questions, contact Dave Green at greendm@lavc.edu.

Q: How will grade changes be processed remotely? (Updated 3/25/20)
A: We are trying to program SIS to be able to process these electronically. In the meantime, it may need to be done manually.

Q: Is the college still receiving orders that were placed prior to moving to remote services? (Updated 4/1/20)
A: Our receiving services are open, but disbursement may be more challenging. Office Depot has not been responding to purchase orders since March 17.

Q: How can we receive checks from the Business Office? (Updated 4/15/20)
A: Email the business office at businessoffice@lavc.edu and request that they mail the check.

Q: Is the mailroom open? (Updated 7/2/20)
A: Yes, the mailroom is open, though with reduced hours. It is open Mondays/Wednesdays from 8:00 a.m. – 4:30 p.m. and Thursdays/Fridays from 10:00 a.m. – 2:00 p.m.
Miscellaneous

Q: Will these campus addresses continue when classes resume? (Updated 3/27/20)
A: Yes, they will continue when classes resume. Dr. Gribbons will also be hosting regular virtual town halls for students via YouTube.

Q: Will there be deadline extensions for purchase orders using special funds? (Updated 3/28/20)
A: Yes, an extension was allowed for a week.

Q: Are progress reports continuing? (Updated 3/23/20)
A: We are suspending progress reports for this semester and will be sending an email to all faculty shortly. For CalWORKs students, staff are working with case managers for monthly progress reports.

Q: Will faculty and staff be copied onto communication with students? (Updated 3/20/20)
A: Yes, we will share communications that go out to all students.

Q: What is the current payroll process for hourly workers? (Updated 3/20/20)
A: Continue to submit timesheets to payroll following regular procedures. Supervisors can email timesheets to payroll with approval.

Q: Can staff who care for family with special healthcare needs work from home? (Updated 3/28/20)
A: Most staff are currently working remotely. Also, the District has sent a communication on working remotely and using Quota balances.

Q: Will a transcript of these campus addresses be made available? (Updated 3/19/20)
A: Some of the Campus Briefings were recorded and will be available in addition to these Q&As.

Q: How can we reach students who have not been responsive via email or Canvas? Will we have access to their phone numbers or addresses? (Updated 3/25/20)
A: While phone numbers are not populated on faculty’s rosters, students’ directory information should be accessible through SIS by certain campus employees. It may be possible to request this information on a case-by-case basis.

We made a request of the District to have a report generated automatically. At the moment, these requests would be done individually, but we do not have the staffing capacity to complete these requests individually.

Q: Are there any legal considerations with regard to recording classes through Zoom or other online delivery platforms? (Updated 3/25/20)
A: There are certainly these considerations. Contact Dave Green for any ADA compliance concerns. We will look for additional guidance resources to distribute. The College does not have a policy at the moment with respect to recording classes. There is still no directive from the District, per se, so it is up to the faculty to implement best practices. For K-12 Dual Enrollment classes, no recording within Zoom is permitted.
For best-practice suggestions, faculty do have the option to inform students that their cameras do not need to be on, and that if they choose to have them on they should be aware that others are viewing. Instructors can send students individual, private messages in the chat if they see something on screen the students should be aware of.

The following are some resources for Zoom:

https://support.zoom.us/hc/en-us/articles/360026909191-Consent-to-be-Recorded

https://blog.zoom.us/wordpress/2020/03/20/keep-the-party-crashers-from-crashing-your-zoom-event/

https://support.zoom.us/hc/en-us/articles/115005759423?zcid=1231\lavc-valley3\Users\walshmm\Documents\Adobe

Q: Should faculty expect to submit 2 plans for Fall, 1 for online and 1 for face-to-face? (Updated 3/24/20)
A: This is a good idea.

Q: Will the AB 705 implementation timeline for Fall 2021 for ESL be delayed? What will be the assessment process? (Updated 3/25/20)
A: We will follow up about this.

Q: Is there an early alert system in place for employees who notice students, CGCAs, etc., have not logged in for a period of time? (Updated 3/25/20)
A: We are working on an early alert system for faculty.

Q: Will adjunct assignments continue as usual? (Updated 4/1/20)
A: There are currently no plans to make changes to adjunct assignments.

Q: Is LAVC being encouraged to support local hospitals and health centers to supply PPE and donate blood when possible? (Updated 4/1/20)
A: We are looking into what we can do to support our local healthcare providers.

Q: Will we be moving forward with the project to change all locks on campus? (Updated 6/26/20)
A: Yes, the project to change campus locks is continuing. Shelter in place door locks are being replaced for the first phase of classrooms and labs. This phase is expected to be completed in August.

Q: Will parking and student health fees refunded for students? (Updated 4/15/20)
A: Some fees may be refunded in full or in part, but student health fees will not, as services are continuing remotely.

Q: Should staff expect to use Adobe Sign or DocuSign for getting required e-signatures?
A: Internal documents will be signed using Adobe Sign, only external contracts sent to third parties will be signed with DocuSign. Email lavc-techsupport@laccd.edu if you need access to the campus Adobe Sign account.
NOTICE: Answers are current up to date indicated.

Q: Do we have any data about the drop rates for this semester? (Updated 4/21/20)
A: We have not seen significant increases in drops yet.

Q: Do we have any information about the District-led Project MATCH? (Updated 4/24/20)
A: We will inquire about the status of Project MATCH.

Additional Resources Provided During the Campus Address:

To donate online to LAVC Foundation Emergency Stipend Fund, the Black Scholars Matter fund, the Helping Hands Project, or other funds, go to www.lavcfoundation.org

CA Dept. of Ed. has posted a list of all the school districts and locations offering Grab and GO meals during school closures:

https://achieve.lausd.net/resources
https://www.cde.ca.gov/nr/ne/yr20/yr20rel14.asp

A compilation of all resources crowd sourced from 3CSN:

https://padlet.com/events16/d8z07lxk73in

Daily updates from the State Chancellor’s Office:

https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Communications-and-Marketing/Novel-Coronavirus/students

Vision Resource Center:

https://visionresourcecenter.cccco.edu/

Tutorials for creating Exams and Quizzes in Canvas:

https://www.youtube.com/watch?v=VTJ5VG18Y0c
https://www.youtube.com/watch?v=OIkrEtzc6P4

Virtual Valley:

http://lavc.edu/virtualvalley/index.html

LAVC Library Resources:

https://lib.lavc.edu/saferathome
https://lib.lavc.edu/online-teaching

LAVC – My Commitment to Anti-Racism padlet page

https://padlet.com/profdev2/kvf0i56zb85ihhee?utm_campaign=added_reaction&utm_medium=desktop&utm_source=notifications
LACCD Websites and Resources

LACCD webpage for COVID-19 information:
http://www.laccd.edu/About/News/Pages/Coronavirus.aspx

LACCD Office of Information Technology:
http://laccd.edu/Departments/InformationTechnology/Pages/default.aspx

COVID-19 Symptom Self Check:
https://www.laccd.edu/About/News/Pages/Self-Check-Survey-Landing.aspx

President’s Town Hall for Students

View the most recent town hall for students (11/2/2020) here