



Los Angeles Valley College

LAVC College Bulletin *January 22-28, 2012*

This Issue's News & Events



LAVC Needs Your Help—Last Chance to Take LAVC's Mission & Vision Survey!

LAVC is seeking the participation of the campus community to complete the LAVC Vision & Mission Survey at www.lavc.edu/research/survey/. The Vision & Mission Survey is asking for faculty, staff and students to take a look at the revised vision and mission statements and core commitments to see how well it fits the changing nature of our remodeled campus and the educational culture of our students, faculty, staff and administrators and stakeholders. A prompt response to the above noted surveys would be greatly appreciated. Any questions or concerns regarding the surveys can be directed to the Office of Research & Planning by emailing research@lavc.edu or calling (818) 947-2434.



LAVC to Assist Job Seekers at the Next Job Club Meeting on January 27

The LAVC Job Club will hold its next meeting for individuals who are seeking employment on Friday, January 27 from 9 a.m.-12 noon in Behavioral Science 101. This popular program has been highly successful in returning people to the workforce. It provides job seekers with an opportunity to network, hear about proven job search techniques, and connect with over 200 job leads. The Job Club is open to the public. For more information, visit www.lavc.edu/jobtraining/jobclub.html.



LAVC to Offer a GED Practice Test on January 27

The LAVC CalWORKs Office will offer a practice test for the General Education Development (GED) test on Friday, January 27 at 9 a.m.; all interested individuals needs to sign up at 8:50 a.m. in Bungalow 14. In addition, the LAVC CalWORKs Office also offers the GED test once a month to adults who do not have a high school diploma and would like to earn a California High School Equivalency Certificate. The upcoming GED testing dates are: February 10-11, March 16-17, April 20-21, May 18-19, June 15-16; test registration begins two weeks before the test date in Bungalow 14. Test candidates must arrive at 12 noon for the Friday test date, and 8:30 a.m. for the Saturday test date. For more information about the GED test or practice test, please contact the CalWORKs Office at (818) 947-2976 or visit www.lavc.edu/calworks.



LAVC's Study Away Programs Offer Students the Opportunity to Study Abroad

this Summer

LAVC is now accepting registrations for three study away programs this summer—Paris, Spain, or Boston, Philadelphia and Washington, D.C. Each program offers students the opportunity to learn while studying away from home. The 2012 Summer in Paris Program offers students the opportunity to study French in Paris, France. The Summer 2012 Spanish Language Program in Spain offers students a language immersion program in Alicante, Spain. The Study Away Summer 2012 Program to Boston, Philadelphia and Washington, DC gives students the opportunity to learn history in the historic locations in U.S. History. For more information about any of the study away programs, visit www.lavc.edu/studyaway



Ashley Dunn Selected as Registrar in the LAVC Admissions & Records Office

Ashley Dunn, who was serving as interim Registrar for the past six month, has been named as the Registrar in Admissions and Records. As Registrar, she will be responsible for providing administrative direction over admissions and records staff and operations. In addition, she will be tasked with developing and implementing policies, rules, and operational procedures pertaining to enrollment, registration, grading, graduation and other functions related to Admissions and Records services. Previously, Ashley had served as the International Students Admissions Coordinator since 2003. Congratulations!



Got News to Share? Let the LAVC PR Office Help You Publicize It!

The LAVC Public Relations Office can assist LAVC departments, programs and services with promoting news and events to the campus community and beyond. It can help with posting College Bulletin announcements, messages on the college's electronic marquee, calendar listings on LAVC's online calendar, announcements on the LAVC homepage, and announcements on LAVC's Facebook and Twitter pages. Simply fill out a PR Request Form (available online at www.lavc.edu/campusnews/pr.html) and email it to news@lavc.edu. In addition, it can help with the creation of Facebook pages, and the college's Web designer can help update and design Web pages for departments and programs! For more information, visit the PR Office Web site at www.lavc.edu/campusnews/pr.html.

Additional news and events are posted online at www.lavc.edu/campusnews/.

Please Announce to All Students

The following are important campus announcements for your students:

- **Spring 2012 Schedule is Now Posted Online.** The LAVC Spring 2012 Schedule of Classes is now posted on the LAVC Web site. Spring classes will be held from February 6 - June 4. If you would like to know your Spring registration appointment, please login to the Student Information System with your student ID and 4-digit pin number at <https://eweb4.laccd.edu/WebStudent/signon.asp>. To view the Spring Schedule, visit the LAVC Class Schedule Page at www.lavc.edu/schedules.html.
- **Student Services Center and Annex Returns to a Five-Day Schedule.** Effective January 3, the Admissions & Records, Counseling, Financial Aid, Assessment Center, International Students Office, Veterans Office, Services for Students with Disabilities, EOPS/CARE, Associated Student Union, Outreach & Recruitment, and the Vice President of Student Services Office will be open on a five-day schedule. For a list of hours of operation, check the individual department's web site or visit www.lavc.edu/officehours/.
- **Calling All Job Seekers! Don't Miss the Next Job Club Meeting on January 27.** The LAVC Job Club will hold its next meeting for individuals who are seeking employment on Friday, January 27 from 9 a.m.-12 noon in Behavioral Science 101. This unique and popular program has been highly successful in returning people to the workforce. For more information, visit www.lavc.edu/jobtraining/jobclub.html.
- **Learn How to Study in Boston, Philadelphia, and Washington, DC this Summer!** This summer, Study Away Summer 2012 Program to Boston, Philadelphia and Washington, DC will be offering a hands-on learning experience for U.S. History. The registration deadline has been extended to Thursday, February 16. This program which is a hybrid History 11 or Directed Studies course (online plus the trip) will travel to key historic locations in the development of the United States. Two last information sessions will be on Saturday, February 11 at 10 a.m. in Campus Center 212, and Tuesday, February 14 at 1 p.m. in Campus Center 212. For more information, check out its Facebook page at "LAVC 2012 DC Study Away", visit www.lavc.edu/studyaway/dc/index.html, or contact Rick Murray at murrayrf@lavc.edu.
- **Want to Study in Spain this Summer?** LAVC Study Away Program will hold an information session for its Summer 2012 Spanish Language Program in Spain on Thursday, February 16 from 1-2 p.m. in Foreign Language 104. Learn how you can earn 5 units of transferrable credit while visiting Alicante, Spain from June 27-July 28, 2012. All language classes will be taught at the Universidad de Alicante. The

program includes a two-day visit to Madrid, a day visit to Valencia, and cultural and educational visits around Alicante. The final information sessions will be held on Thursday, March 15 from 1-2 p.m. in FL 106, and 6-7 p.m. in FL 104. For more information, visit www.lavc.edu/studyaway/spain/, or contact Rafael Arias at (818) 947-2387 or ariasr@lavc.edu.

- **Want to Study in Paris and Earn Up to 8 Units of Credit?** The LAVC Study Away Program will hold an information session for its 2012 Summer in Paris Program on Saturday, February 18, 2012 from 12 noon-2 p.m. in the Foreign Language 102. Come learn about the month-long study program with ESA (European Studies Association), which will take place from July 1-31, 2012. Participants can earn up to 8 units of credit at LAVC. The final information session will be held on March 24, 2012. For more information, visit www.lavc.edu/paris or contact Professor D. Merrill at merrildi@lavc.edu or (818) 947-2380.

Announcements & Events for Faculty/Staff

January 23 – Getting Your Online Class Together. Title V & Professional Development will offer a “Getting Your Online Class Together” workshop for faculty on Monday, January 23 from 1- 2:30 p.m. in the PDC (Bungalow 83). This workshop will help faculty with preparations for online Spring classes, including using Etudes' new tools – "Course Map" and "Activity Meter." The facilitator of this workshop will be Jim Marteney. For more information about professional development activities, contact the Professional Development Office at (818) 947-2712 or profdev@lavc.edu, or visit www.lavc.edu/profdev.

January 24 – Introduction to PowerPoint. Professional Development and Title V will present an “Introduction to PowerPoint” workshop for faculty and staff on Tuesday, January 24 from 1- 2:30 p.m. in the PDC (Bungalow 83). This session is for beginners—no experience necessary. Learn the basics, such as entering and editing text, use of design templates and color schemes, inserting images, and creating fabulous handouts. Jim Marteney will be facilitating this workshop. For more information about professional development activities, contact the Professional Development Office at (818) 947-2712 or profdev@lavc.edu, or visit www.lavc.edu/profdev.

February 1 – MyLAVC Portal. Professional Development and Title V will present a “MyLAVC Portal” workshop on Wednesday, February 1 from 1-2 p.m. in the PDC (Bungalow 83). Learn how you can post announcements, upload your syllabus and handouts, embed links, and create discussions using the LAVC Portal. You will be able to give your class an online presence, and you’ll save time and paper, and ensure that your students can access course information at any time and from any place. The facilitator is Khaled Hussain. For more information about professional development activities, contact the Professional Development Office at (818) 947-2712 or profdev@lavc.edu, or visit www.lavc.edu/profdev.

Need a Copy of the LAVC Logo? Visit the LAVC Graphics Standards & Style Guide Web Site. LAVC faculty, staff and administrators can now download the LAVC logo, LAVC Signature, and LAVC document templates off the LAVC Graphic Standard & Style Guide Web page. To access the LAVC Graphic Standard & Style Guide Web page, visit www.lavc.edu/styleguide/index.html (Please note: This Web site is only accessible from an on-campus computer using your network login and password).

Do You Need to Update or Add Your Information on the LAVC Online Phone/Email Directory? The LAVC Administrative Services Office is assisting faculty, staff and administrators with updating or adding information on the online LAVC phone/email directory at www.lavc.edu/directory. If an employee finds that his/her information is inaccurate or missing, please send an email (and copy your supervisor/department chair/vice president) to Yovanna Campos in Administrative Services (at camposyv@lavc.edu) with the following information:

- (1) employee's full name,
- (2) nickname (if applicable),
- (3) title,
- (4) department,
- (5) building location with room number
- (6) phone number,
- (7) fax number,
- (8) LAVC email address, &

(9) secondary email address (if applicable)

Yovanna will then respond back to the supervisor/department chair/vice president when the updates have been completed. If any questions, please contact Yovanna at camposyv@lavc.edu or by calling extension 2337.

Activities this Week

The following is a list of selected campus event and meetings that are scheduled to take place at LAVC. Please contact the listed department/contact person for more detailed information. A complete list of campus activities is posted on the calendar at www.lavc.edu.




Symbol Key:  For Students;  For Faculty/Staff;  Arts/Music;  Athletics;  Deadlines

Sunday, January 22

-  **Spring Semester 2012 – Filing Period for Spring 2012 Graduation Petitions**
-  **Spring Semester 2012 – Internet Registration for continuing students (by appointment)**
-  **Spring Semester 2012 – Internet Registration for new and returning students (by appointment)**

Music Teachers Association Piano Recital @ 11:30 am- 7:30 pm (Music Recital Hall & Music 108K); Parking: Lot B – Contact: Hasmik Kotelyan (323) 309-1603

Monday, January 23


-  **Spring Semester 2012 – Filing Period for Spring 2012 Graduation Petitions**
-  **Spring Semester 2012 – Internet Registration for continuing students (by appointment)**
-  **Spring Semester 2012 – Internet Registration for new and returning students (by appointment)**

Advisory Meeting sponsored by LAVC Continuing Education @ 12 noon- 1:30 pm (Faculty Lounge) - Contact: Barbara Goldberg (818) 947-2647




Tuesday, January 24

-  **Spring Semester 2012 – Filing Period for Spring 2012 Graduation Petitions**
-  **Spring Semester 2012 – Internet Registration for continuing students (by appointment)**
-  **Spring Semester 2012 – Internet Registration for new and returning students (by appointment)**

Metro Orientation sponsored by LAVC Job Training @ 10 am- 3 pm (Faculty Lounge) – Contact: Dale Beck (818) 947-2927

 LAVC Chairs and Directors Meeting @ 1:30- 3 pm (Cafeteria Conference Room) – Contact: Sandy Mayo mayosl@lavc.edu [LAVC 411 Update](#)

Wednesday, January 25

-  **Spring Semester 2012 – Filing Period for Spring 2012 Graduation Petitions**
-  **Spring Semester 2012 – Internet Registration for continuing students (by appointment)**
-  **Spring Semester 2012 – Internet Registration for new and returning students (by appointment)**

Low Budget Workshop sponsored LAVC IDEAS Program @ 7 am- 7 pm (Campus Center 4, Campus Center 6, Campus Center 8 & Campus Center 10) – Contact: Dan Watanabe (310) 339-3990

 AFT Staff Guild Chapter Meeting sponsored by AFT Staff Guild, Local 1521A @ 12 noon- 1 pm or 1- 2 pm (Cafeteria Conference Room) – Contact: Cyndi Maddren MaddreCT@lavc.edu [LAVC 411 Update](#)

Thursday, January 26

Winter Session 2012 – Last Day to Drop classes with a “W” (in-person or Internet)

Spring Semester 2012 – Filing Period for Spring 2012 Graduation Petitions

Spring Semester 2012 – Internet Registration for continuing students (by appointment)

Spring Semester 2012 – Internet Registration for new and returning students (by appointment)

PASS Coach Visit (Day 1 of 2) sponsored by LAVC PASS Work Group @ 8:30 am- 3:30 pm (Fireside Room & Campus Center 104) – Contact: Chana Held (818) 947-2514

Friday, January 27

Winter Session 2012 – Last Day to Drop classes with a “W” (by Internet only)

Spring Semester 2012 – Filing Period for Spring 2012 Graduation Petitions

Spring Semester 2012 – Internet Registration for continuing students (by appointment)

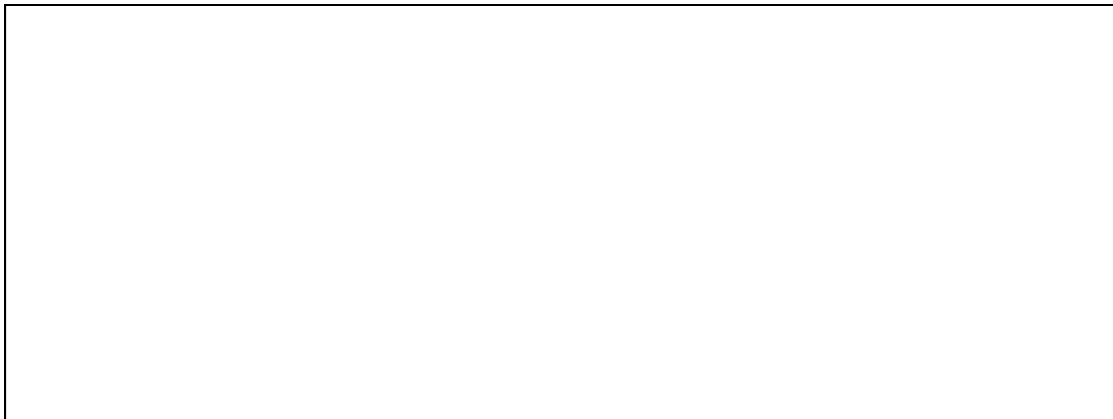
Spring Semester 2012 – Internet Registration for new and returning students (by appointment)

PASS Coach Visit (Day 2 of 2) sponsored by LAVC PASS Work Group @ 8:30 am- 3:30 pm (Fireside Room & Campus Center 104) – Contact: Chana Held (818) 947-2514

GED Practice Test sponsored by LAVC CalWORKs @ 9 am (Bungalow 14); Cost: \$10 – Contact: Margie Thomas (818) 947-2976 thomasmo@lavc.edu [CalWORKs GED Web Page](#)

Saturday, January 28

IDEAS Workshops sponsored by LAVC IDEAS Program @ 9:30 am- 7:30 pm (Campus Center 4, 6, 8, and 10) – Contact: Dan Watanabe (310) 339-3990



The LAVC College Bulletin is distributed to the campus community every Wednesday for the following week's activities and events. A PDF version of the College Bulletin is also posted at <http://www.lavc.edu/bulletin> every Friday.

Available in alternate media formats