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, we continue 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. This year’s Opening Day is Thursday, August 22nd and will focus on Guided Pathways and equity. See you there!

Karen Daar, Vice President of Academic Affairs

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

- Bingli Mo—Chemistry
- Jose Arrieta—Chicano Studies
- Javier Carbajal—Counseling - Dream Resource Center
- Elliott Coney—Counseling - Black Scholars
- Elizabeth Thornton—English
- Edward Gika—Humanities
- Lester Towns III—Kinesiology/Head Football Coach
- Norma Albarran-Duarte—Nursing
- Kristen Parks—Political Science
- Araksya Arutyunyan—Services for Students with Disabilities
- Ian Breckenridge-Jackson—Sociology

Welcome to our team!
LAVC has received a $500,000 grant to improve online education. Project HOPE (Having Online Positive Experiences) will focus on providing support to students and faculty in the following ways:

- **Increasing the visibility of short-term online Certificates of Achievement**
- **Bridging the gaps in success and retention between students who take online classes and face-to-face classes**
- **Improving the quality of online instruction**
- **Providing Career Readiness modules for students**

The grant runs from July 1, 2019 to June 30, 2020. During this time, there will be many opportunities for your involvement including an online teaching academy, a mentoring program, and a model CTE course highlighting best practices. More information will be forthcoming.

If you have any questions, please feel free to contact Dr. Laurie Nalepa at nalepal@lavc.edu.

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**Accreditation Faculty Co-Chair Notes**

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 the Academic Senate, Institutional Effectiveness Committee, Facilities Planning Committee, and Bond Work Group, and is currently an SLO Coordinator. Yih-Mei is eager to work with our Accreditation Liaison Officer, Karen Daar, to lead the college in preparing reports for submission to the Accrediting Commission for Community and Junior Colleges/Western Association of Schools and Colleges (ACCJC/WASC), and act as an advocate for the accreditation process.

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**Best wishes to faculty members who have recently retired:**

- **Dr. William Wallis—English**
- **Nicholas Wade—Administration of Justice**

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**In Remembrance of**

- **Leon Albert—Anthropology**
- **Susan Pierce—English**
- **Pat Franco—Computer Science Information Systems**
- **Philip Seymour Clarke—Mathematics**
Alicia Bien begins this fall as the new One Book, One College Program Coordinator for 2019-2020. Lecturer Bien also teaches in LAVC’s English as a Second Language (ESL) Department and has been actively involved with the 2018-2019 One Book, One College program. She can be reached at bienar@lavc.edu or at extension 2497.

One Book, One College News
The LAVC One Book, One College Program has announced 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 fall 2019 and spring 2020. Copies of the book are available in the LAVC Library while supplies last. Author and artist Thi Bui will visit the LAVC campus to speak to our students, faculty, and staff about her graphic novel book on November 20th in Monarch Hall - Please join us!

For more information, contact Alicia Bien, Coordinator, at bienar@lavc.edu or at ext. 2497.

Did you know? Being prepared is the best way to handle an emergency. Would you know where to go in an evacuation? Click here to find your assembly area and learn about campus safety. Sign up here for LAVC Emergency Text Messages!
Opening Day—

Annual Opening Day is on Thursday, August 22nd from 7:30 a.m. - 3:30 p.m. This is a mandatory on-campus day for full-time classroom faculty, as required by the AFT 1521 collective bargaining agreement. Since full-time faculty are paid for this day, those who cannot attend will need to account for this absence the same way as any other absence from work. Adjunct faculty may RSVP to the Professional Development Center at profdev@lavc.edu or at this link.

We are excited to announce that classified staff are invited to attend this annual event!

Opening Day agenda available here

Fall Semester of Classes—
August 26, 2019 - December 15, 2019

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 2019 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.
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. Syllabus workshop information is available on the Professional Development Center webpage.

For assistance with deleting or modifying an uploaded document, contact Chad Baugher in Academic Affairs at ext. 2623 or email at baughecr@lavr.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 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. In addition, faculty are now required to submit an online Drop/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. Please click here for instructional SIS (PeopleSoft) videos and resources. If you need assistance accessing SIS or further instructor services, you may contact Duane Martin at x2341 or Lilit Petrosyan at x2653.
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.

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 webpage.

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 throughout the year - sign up HERE.
### Evening Services

- **Academic Affairs (ACA, 2401)** is open from 8:30 a.m. - 8:00 p.m. Monday - Thursday and from 8:30 a.m. - 5:00 p.m. on Friday.

- **Evening Escort Service** is available in the evenings for staff and students. Call x2911 for an escort to the parking lots.

- **Mailroom (ACA, 1708)** is open from 11:00 a.m. - 4:30 p.m. Monday - Friday. Instructors are assigned a mailbox and a key.

- **Reprographics (ACA, 1701)** is open 7:00 a.m. - 7:25 p.m. Monday - Thursday, Friday 7:30 a.m. - 3:25 p.m. Don’t forget to have your copy card reloaded between Aug. 15 - Sep. 8th.

- **Media Services (LARC 200)** is open from 7:30 a.m. - 10:00 p.m. Monday - Thursday, and 7:30 a.m. - 3:30 p.m. on Friday.

We are here for you!

### Weekend Services

- Media Services is not open on weekends, but can make special arrangements if requested in advance.

- Mailroom personnel can prepare a file for pick-up in the Sheriff’s Office if requested in advance (for Saturday instructors only).

- The Campus Sheriff’s Office is open 24 hours a day, 7 days a week at (818) 947-2911.

### Absences and Substitutes

For any absence, an instructor is required to notify the Academic Affairs Office at (818) 947-2326 prior to 4:00 p.m. If you are reporting an absence after 4:00 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 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).

### Keys

New instructors must submit a mailbox key request through the LACCD Portal (available on-campus only). Keys can be picked up in Reprographics, Monday - Thursday, between 7:00 a.m. - 7:25 p.m. and 7:30 a.m. - 3:25 p.m. after an email notice has been received from the Reprographics Office.

### 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.

### 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 LACCD Portal (available on-campus only). Keys can be picked up in Reprographics, Monday - Thursday, between 7:00 a.m. - 7:25 p.m. and 7:30 a.m. - 3:25 p.m. after an email notice has been received from the Reprographics Office.

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