

memo

Los Angeles Valley College – Office of Academic Affairs

To: Fall Semester Faculty
From: Karen Daar
Date: August 28, 2020
Re: Welcome Back Faculty

<p>Location: Administration & Career Advancement (ACA) Building Suite 2401</p> <p>**Currently Working Remotely**</p>	<p>Fall 2020</p> <p>Welcome to Fall 2020!! The Office of Academic Affairs is here to help you support our students be successful in this remote environment. I look forward to working with you toward our ultimate mission--supporting our students in reaching their personal and professional goals.</p> <p>Note that there may be many students who do not have any experience working remotely. These students may experience difficulties in maintaining internet access, using a computer, or even concentrating during synchronous class sessions due to competing distractions from working at home. Please consider the various challenges our students are facing each day, and I encourage you to build in flexibility within your classes. Make sure to publish your Canvas shells, and send a welcome letter to your students explaining the course content, meeting format and/or schedule.</p> <p>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 also looking forward this fall to starting our Self Evaluation for the Accrediting Commission for Community and Junior Colleges (ACCJC). Be on the lookout for further information on how you can participate in this vital process for the College!</p> <p>Lastly, I welcome you in participating in the many activities LAVC will be offering throughout the year devoted to how we and the college can be more effectively and actively anti-racist. In addition, LAVC will continue its Safe Zone Ally Culturally Inclusive series on how you could be a proactive ally for groups that encounter barriers due to the way society views and treats them.</p> <p>We are continually updating the Office of Academic Affairs webpage. Visit our site for special announcements, student and faculty resources and much more.</p> <p><i>Karen Daar, Vice President of Academic Affairs</i></p>	
<p>Phone: (818) 947-2326</p>		
<p>Fax: (818) 947-2620</p>		
<p>Hours: Monday – Thursday 8:30 a.m. – 8:00 p.m. Friday 8:30 a.m. – 5:00 p.m. *Closed Weekends*</p>		
<p>Seniority Lists Now available on the Academic Affairs webpage!</p>		
<p>LAVC Faculty Handbook</p>		
<p>Adjunct Survival Guide This essential guide for adjuncts covers all the basics and changes in contract language as well as Board rules, State and Federal regulations.</p>		
<p>Follow LAVC on our social media sites</p>   		

Best wishes to faculty members who have recently retired:

Gary Kovnat – Biological	Richard Brossman – Counseling
David Buchanan – Kinesiology	Christopher Johnson – Kinesiology
Roderick Lyons – Photography	Anaid Mushegyan – Counseling

In Remembrance of

Annette Jennings – Computer Applications and Technologies

New 2020 – 2021 Department Chairs

Cynthia Cohen – Library	Veronica Getskow – Child Development
Becky Green-Marroquin – Biological Sciences	

LAVC 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.

<p>Finals Week December 14th – 20th</p>	<p>OPENING DAY - Annual Opening Day is on <u>Thursday, August 27th from 8:30 a.m. – 2:45 p.m.</u> 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.</p>
<p>Faculty Information on Grades and Incompletes</p>	<p>We are excited to announce that classified staff are invited to attend this annual event!</p> <p>Opening Day agenda available here</p>
<p>Did you know? Being prepared is the best way to handle an emergency.</p> <p>Would you know where to go in an evacuation?</p> <p>Click here to find your assembly area and learn about campus safety.</p> <p>Sign up here for LAVC Emergency Text Messages</p>	<p>ADDING STUDENTS & USING WAITLISTS</p> <ul style="list-style-type: none"> 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 13th. 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. <p>Always check your roster for accuracy and do not accept more students than available seats/desks in the classroom.</p> <p>FALL SEMESTER OF CLASSES – AUGUST 31, 2020 – DECEMBER 20, 2020</p> <p>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.</p> <p>Check here for Key dates in the Fall 2020 session.</p>
<p>Link to Faculty Responsibilities for Attendance and Grade Reporting</p>	<p>SYLLABUS</p> <p>All faculty are 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@lavc.edu.</p> <p>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.</p>

<p>FTES: FTES (Full Time Equivalent Students) is all about student contact hours with faculty. Your assistance with our FTES goals is critical and appreciated.</p>	<p>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.</p> <p>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.</p>
<p>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).</p>	<p>PEOPLESFT 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.</p> <p>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).</p> <p>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.</p>

<p>Academic Resources and Tutoring</p>  <p>Spread the word and help encourage student success!</p> <p>Comprehensive Academic Student Support Services are available through the Academic Resource Center (ARC) on the 2nd floor of the Library.</p> <p>For more information about Valley's tutoring programs, visit www.lavc.edu/tutor or contact Scott Weigand at weigansm@lavc.edu</p> <p>Biology Tutoring and Resource Center www.lavc.edu/biology/biology-tutoring Library http://www.lavc.edu/library/home.aspx</p>	<p>DISTANCE EDUCATION & CANVAS Distance Education Coordinator Magda Walsh is here to assist you! She can be reached at (818) 947-2657 or at distanced@lavc.edu</p> <p>For more information regarding LAVC's distance education, visit the Virtual Valley web page.</p> <p>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.</p> <p>If you are using Canvas for an online or hybrid class, you must be certified. Trainings are scheduled throughout the year -sign up HERE.</p> 
---	---

<p>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.</p>	<p>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.</p>	<p>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.</p>
--	--	--

<p>STUDENT DISCIPLINE Report student classroom discipline problems to Florentino Manzano, Vice President of Student Services, manzanf@lavc.edu. 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.</p>	
<p>FLEX Obligation: Start planning now through the Vision Resource Center. See the Professional Development webpage.</p>	