



# WELCOME BACK Faculty!

## FALL 2021

Contact us

### Location:

Administration & Career  
Advancement (ACA) Building,  
Suite 2401

### Phone:

(818) 947-2326

### Hours:

Monday - Thursday

8:30 a.m. - 8:00 p.m.

Friday

8:30 a.m. - 5:00 p.m.

**\*\*Closed Weekends\*\***

**NEW!**

[Academic Affairs Webpage](#)  
(public/student-facing)

[Faculty-Facing SharePoint Site](#)  
(accessible to employees only)

Special announcements, fillable forms, instructor resource materials, and much more!



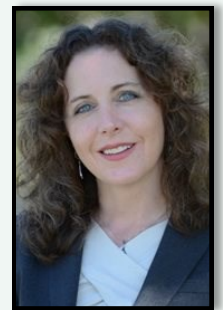
Get updates from LAVC on  
our social media sites!

**We've missed you!** The Office of Academic Affairs is here to help you, whether you are back on campus or in a remote environment. I look forward to working with all of you to **support our students in reaching their personal and professional goals.**

Please consider the various challenges our students are facing each day. I encourage you to build 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 class schedule. All of these efforts translate to improved student success, retention, and overall completion rates.

To keep our students and employees safe, LAVC is following the Los Angeles County Public Health Department recommendations requiring all students and employees to be assessed for COVID-19 symptoms each day before entering the college. Log in with your employee email to take the [LACCD Campus Check-in Questionnaire](#) every day before coming to campus.

**Opening Day** is **Thursday, August 26**. This year's theme of equity and social justice begins with a keynote speech by [Dr. Ibram X. Kendi](#), author of *How to Be an Antiracist*, followed by a day of exciting breakout sessions and learning. **See you there!**



**Karen Daar,**  
Vice President of  
Academic Affairs

## OPENING DAY—A VIRTUAL EVENT THURSDAY, AUGUST 26, 2021

Annual Opening Day is on **Thursday, August 26, 9:00 a.m. - 4:00 p.m.** This is a mandatory virtual event 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](#) by submitting an Absence Certification/Request form.

**Classified staff are invited and encouraged to attend this annual event!**



Please visit the [LAVC Opening Day webpage](#) for full agenda, breakout session information, and list of keynote speakers!



# Professional Development News

## B.U.I.L.D. Book Group Series

*So, You Want to Talk About Race* by [Ijeoma Oluo](#)

Campus-wide book groups open to faculty and staff will begin in October! You can learn about this [B.U.I.L.D. Series](#) selection on the [ProfDev website](#).

Whether you plan to join a book group or not, you can email your request to [profdev@lavc.edu](mailto:profdev@lavc.edu) for a paperback (mailed to you) or an electronic version of the book to begin reading now!



## Vision Resource Center (VRC)



California  
Community  
Colleges

Vision  
Resource Center

Make sure to check out the [Vision Resource Center](#) (VRC) by logging in to the [SIS portal](#). With thousands of eLearning materials, modules, and custom training videos, there is **something for everyone**, including technology topics (SharePoint, OneDrive, Adobe, Microsoft Word, Accessibility, etc.), leadership training, mindfulness, *and more!*

### [Seniority Lists](#)

Available on the Academic Affairs webpage!



### [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.

### [LAVC Faculty Handbook](#)

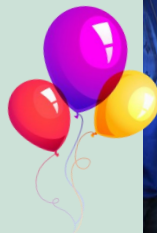
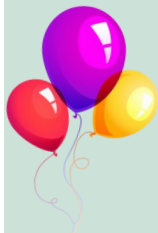


## NEW FACULTY

*Nikita Bajwa—Psychology*

*Shirin Herrington—Computer Science and Information Systems*

*Antonia Rizo—Biological Sciences*



## Welcome!



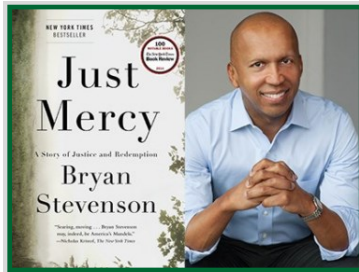
## Best wishes to faculty members who have recently retired:

- Rafael Arias—Foreign Languages
- Wendy DuFour—Health Sciences
- Jim Fenwick—Athletics
- Maria Frances Benitez— Foreign Languages
- Michael Gold—Counseling
- Barbara Goldberg—Counseling

- Lynn Polasek— Biological Sciences
- LaVergne Rosow—English
- Luzviminda Shin—Mathematics
- Lucinda Traugher—Health Sciences
- Phyllis Yasuda—English



## ONE BOOK, ONE COLLEGE PROGRAM 2021-2022 Selection – *Just Mercy*



*Just Mercy*, by Bryan Stevenson, is a powerful, true story about the potential for mercy to redeem us, and a clarion call to fix America’s broken system of justice — from one of the most brilliant and influential lawyers of our time.

Join LAVC’s **One Book, One College** common read program faculty and staff book club meetings! For more information on upcoming event dates, please visit LAVC’s

[One Book, One College webpage.](#)

### Academic Resources and Tutoring



Spread the word and help encourage student success!

Comprehensive Academic Student Support Services are available through the Academic Resource Center (ARC).

For more information about Valley’s online and in-person tutoring programs, visit [www.lavc.edu/tutor](http://www.lavc.edu/tutor) or contact Scott Weigand at [weigansm@lavc.edu](mailto:weigansm@lavc.edu)

### Biology Tutoring and Resource Center

[www.lavc.edu/biology/biology-tutoring](http://www.lavc.edu/biology/biology-tutoring)

### Library

<http://www.lavc.edu/library/home.aspx>

## Student Code of Conduct (regarding mask compliance)

If a student fails to adhere to safety requirements during class, including not wearing a mask in the classroom, instructors may consider taking the following actions:

- ◆ Direct the student, in a clear manner, to comply based on the safety protocols; share that non-compliance is a violation of LACCD/College requirements and non-compliance is subject to student discipline under the Student Code of Conduct. Refer to signage and CDC requirements on guidelines, and do not engage in a back-and-forth discussion with the student.
- ◆ If the student complies, it is important to send a follow-up email or Canvas message to the student thanking them for protocol adherence.
- ◆ If the student refuses to comply, ask the student again to either comply or to leave the classroom immediately. Non-compliance is considered Willful Disobedience under the Student Code of Conduct. Directing a student to leave is considered a suspension for one to two class sessions under the Student Code of Conduct. Within 24 hours, inform the [college ombudsperson](#) of the incident.
- ◆ If a student refuses to leave class, you may opt to dismiss the entire class for 15-30 minutes and immediately notify the switchboard at 818-947-2600 who will contact the Administrator on Duty. The Administrator will come to the classroom to discuss the issue with the student and provide further direction.
- ◆ The Administrator on Duty will also notify the college ombudsperson so that the student will be notified of any further disciplinary action.

### Suggested Syllabus Statement (not mandatory)

*“Due to the COVID-19 public health emergency, all colleges are required to enforce health and safety protocols issued by the Los Angeles County Department of Public Health. (LACDPH). Per the current LACDPH Health Orders, it is required that face coverings be worn at all times and social distancing maintained while in public and on campus. Non-compliance with LACDPH health orders and safety protocols by LACCD faculty or students is subject to disciplinary action; and/or expulsion from the LACCD under the Student Code of Conduct.”*



### Did you know?

LAVC is a **Smoke-Free and Tobacco-free Campus!**

[Read our Smoke-Free and Tobacco-Free Guidelines](#)

### Plan ahead!

Being prepared is the best way to handle an emergency.

Would you know where to go in an evacuation?



EMERGENCY

Click [here](#) to

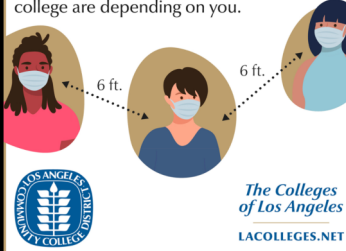
find your assembly area and learn about campus safety.

[Sign up here for LAVC Emergency Text Messages!](#)

## Coronavirus Information

### We're Serious—Stay Safe.

Always wear your face covering and social distance. Your family, friends and college are depending on you.



### DON'T FORGET!

#### COVID-19 Safety

Training is

required for all  
LACCD

employees. You **must** complete this training before returning to on-site work.

[COVID-19 Training Tutorial](#)

Complete list of all [LACCD Safety Advisories & Safety Communications](#).

*\*Please make note of safety advisories for in-classroom instruction regarding mask compliance/facial coverings on campus and protocols for reporting COVID-19 exposure incidents.*



#### Note:

All students are required to attend each class session. Do not allow students to bring desks from other classrooms. We must adhere to the fire codes.

Instructors can find grading information at this link: [Grade Entering, Posting, and Assigning Incompletes](#)

## Accreditation Faculty Co-Chair Notes

Since last Fall, accreditation teams, comprised of faculty, staff, and administrators, submitted a first draft of the narrative and evidence for each standard. These drafts were then reviewed over the summer by the Accreditation Liaison Officer (ALO) and Faculty Accreditation Chair (FAC), and specific feedback will be sent to the team tri-chairs very shortly. This Fall, teams will continue to finalize all narrative and evidence. The ALO and FAC will attend team meetings as resource members, and work with the District Accreditation Committee on reviewing District portions of the Institutional Self-Evaluation Report (ISER). With the help of our graphic designer, Luiza Minasyan, a visual timeline of the ISER was created and shared with the College community at a President's Campus Update via Zoom in June.



Dr. Yih-Mei Hu,  
Faculty Accreditation  
Co-Chair

For a list of teams and more information, please visit our [website!](#)

## FALL SEMESTER OF CLASSES— AUGUST 30, 2021 - DECEMBER 19, 2021

[FINALS WEEK](#)  
[December 13-19](#)

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. Who will work to make any corrections as quickly as possible.



Check here for [key dates](#) of the Fall 2021 term.

## 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. (Check link for instructional video).
- ◆ The last date for students to add online by permission code or to submit an Audit Permit is **September 10**. (Instructors must request Audit Permits by emailing [facultyservices@lavc.edu](mailto:facultyservices@lavc.edu)).
- ◆ 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@lavc.edu](mailto:baughecr@lavc.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.



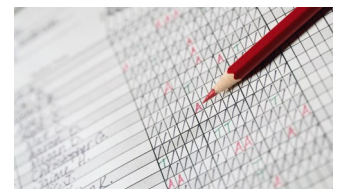
Student Services Building

## ROSTERS

The earlier you submit your online exclusions, the more accurate our attendance accounting records will be as a college. In addition, faculty are required to submit an online [Active Enrollment Roster](#). (Click link for instructional video). 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 \(PeopleSoft\)](#), Lilit Petrosyan at x2653 for further instructor services.

### **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).*



[Link to District Attendance Accounting and Grading Information](#)



### **ATTENDANCE ACCOUNTING DUE DATES:**

**Mandatory Exclusion Roster (online)**  
**September 21, 2021**

**Drop/Active Enrollment Roster (online)**  
**November 20, 2021**

**Grade Roster**  
**December 24, 2021**

**Positive Attendance Roster**  
**December 24, 2021**

## *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.*

### Department Locations in the Administration and Career Advancement (ACA) Building

Academic Affairs	2401
Academic Senate	1601
Administrative Services	2301
Budget Office	2301
CalWORKs Office	1101
Citizenship Center	1401
Continuing Education (Non-Credit) Office	1401
Cooperative Education Office	1201
Honors Office	1404
Institutional Effectiveness Office	2201
LAVC Foundation Office	2201
Mailroom	1708
Master Calendar	1707
Office of Ombudsperson	2211
Payroll Office	1501
Personnel Office	1501
President's Office	2101
Procurement Office	2103
Public Relations Office	2201
Reprographics Office	1701
Workforce Training Office	1301

## PEOPLESOFT 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 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](mailto: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 throughout the year. Sign up [HERE](#).



Student Union Building

## 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 8:00 a.m.- 4:30 p.m. Monday - Thursday, and 7:00 a.m. -3:30 p.m. on Fridays. *Instructors are assigned a mailbox and a key.*
- **Reprographics (ACA, 1701)** is open 7:00 a.m.- 7:00 p.m. Monday - Thursday, Friday 7:00 a.m. - 3:30 p.m.
- **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 [ombudsperson@lavc.edu](mailto:ombudsperson@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.

## 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](mailto: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. - 7:00 p.m. Monday - Thursday and Friday 7:00 a.m. - 3:30 p.m. (ACA Bldg., Suite 1701 )

## EMAIL / TELEPHONE

Faculty members are required to have a voice mailbox and a **lavc.edu** or other **lacc.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](#) on the Academic Affairs webpage. Field trips require **10-day** advance notice and a **class roster** attached to the request.

## KEYS

New instructors must submit a **mailbox key request** through the online portal system (available on-campus only). Keys can be picked up in Reprographics, Monday - Thursday, between 7:00 a.m.- 7:00 p.m. and 7:00 a.m.-3:30 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](#).

