January 6, 2012

Pre-Semester division meeting: Thursday, February 2nd at 5:00 PM

Greetings all and welcome back to the spring 2012 semester! I must say we had a very busy fall semester with accreditation concerns; i.e. student learning outcomes, assessment, re-assessment of SLO’s, and so on. You know I truly appreciate the enduring efforts by all, but let us remember that it’s for our students, you as the instructor of record, and our fine college we enjoy teaching at. As we’ve discussed in meetings and hallways, the era is different with new requirements imposed on all of us, but in the long run the changes are good for the overall mission of student success.

The college budget is on everyone’s mind. As a member of the budget task force assembled by the president I can report that our spring schedule should (90% surety) not be reduced; except a few sections that will have little or no impact on existing faculty assignments. Having said that, the planning for the fall 2012 semester will be a challenge if one reads the tea leaves and listens closely to the information from budget discussions that trickle down to us. Our college planning council and committee on planning, headed by our own Jim Stanbery has created new unit planning documents that require each division chair to prioritize offerings in each department; therefore, in the event we must reduce sections, I can use the new divisional Unit Plan as a guideline, along with the human factor to make any modifications of department line-ups. I should have more to report at our pre-semester division meeting.

Now for our housekeeping items:

- One hundred percent of all syllabi will be on file in our division office and on our division website by the first week of instruction. Everyone must send their documents to Yvette electronically, or drop them off on a memory stick or whatever means you use as long as it’s in MSWord. We will post them in a PDF file and print a hard copy for the filing cabinet.
- The current budget has a zero line item for division supplies; i.e. paper, markers, and so on. I’m just letting everyone know that, yes, we have supplies as empty as the supply room is, but we must be cautious when using the copy machine or we’ll run out of paper quickly.
- In the past we offered the website services so that each faculty member may create their own LAHC website. The website doesn’t have to be a biographical or an extreme website you might see with Apple or a publisher, but it could be a document storage site so you’re able to refer the students so they can retrieve and print handouts, quizzes, or whatever you’d like to be on it. It’s not as difficult as it sounds and the students are accustomed to this practice.
- The textbook orders were sent in last December. If you have any questions regarding your textbook, please contact your lead faculty member in your department. Additionally, remember that any customizing of any textbook, workbook, or anything resembling a customized order that cannot be resold at the bookstore or back to the publisher requires advanced authorization by our dean and vice president; otherwise, you are obligated to use all the books on the shelf until they’re all purchased.
- Office hours, classroom duration of scheduled teaching times, your LAHC email address and LAHC voicemail, SLO’s, and so on need to be on your syllabi. If you’ve misplaced my previous division memos with the full list, just let me know I’ll resend the list to you.
- Please carefully review and have posted on your syllabi the “Academic Dishonesty” policy. In short, each college district has similar policies and procedures, and since most adjuncts teach at various colleges, the policies tend to blend together. Similar policies are just that, similar; however, once an event is identified your immediate response must follow our district policy, as my response to your inquiry must follow in sync up the chain of command for resolve. Any questions, just ask.
- All evaluations are completed and with Yvette. If you wish to make an appointment to discuss your evaluation, please schedule with Yvette. If you’d like it emailed and mail it back to us, that is fine and we can talk on the phone, or sign and pick it up at our division meeting in February.

Refer to attachments: Spring ’12 dates, Final Exam Sched, and “need to know” policies for instructors