August 8, 2013

I hope everyone has enjoyed their summer recess from the normal academic rigor during the year. The summer weeks were busy with many changes, selection committee demands, and personnel moves. Having said this, this memo will violate my ‘one page’ rule, but I feel the information is important to all faculty and staff as we begin our new academic year. Our first general division meeting for the 2013/14 academic year will be on Thursday, August 22, 2013 at 4:30 pm in NEA-187. Great sandwiches, salads, and coffee will be served at the meeting; then we’ll break and each department/discipline will meet to discuss the department goals, student learning outcomes, assessment process, and overall curriculum delivery, and so on. Please make every effort to attend as these meetings are imperative in the division unit planning, program reviews, and continues our efforts to improve our academic delivery.

President Herzek reported for duty on July 1st and is learning the campus Mission, goals and directives, and of course… the personalities that make up our fine institution. He seems to be a good listener with ideas and is working well with your academic senate president, Susan McMurray and AFT chapter president, Len Glover. President Herzek comes with a welcomed background in academic affairs, CTE or vocational education, and is focused on our campus budget with experience in maintaining a balanced budget based on our allocations, but keeps the faculty needs on the front burner and in the discussion. He will visit our division meeting on opening day.

Our division welcomes four new tenure track instructors to the roster.

- Alexandra ‘Sasha’ David, Anthropology
- Van Chaney, Political Science
- Alicia Sichan, Psychology
- Michael Fradkin, Economics

You will see many emails from Son Nguyen, our Staff Development chair and Carmen Carrillo, our Flex committee chair. Please review the schedule of activities beginning Monday, August 19th and plan your schedule. These folks have spent a lot of time preparing the activities and curricula for your benefit, so if possible, take advantage of the training provided and satisfy your flex obligations.

As with every semester, at least 90% of our division offerings are full/closed with established wait lists. I encourage everyone to log into the A & R sites to ensure your rosters are correct, limits and wait lists are in order, along with being prepared and ready for census and exclusionary rosters to meet the deadlines as posted. The deadlines are imperative, so prepare early and have them submitted on time. If you experience any issues, problems; big or little, let us know immediately and not wait until your name is on bad or delinquent list—just a little nudge, that’s all.

The hiring of new permanent faculty has required us to move office assignments around during the last couple weeks. Basically, all exterior offices are assigned to regular faculty and all interior offices are available for adjunct use. The adjunct offices will remain unlocked to ensure availability for everyone and note that file drawers are limited, so desk and file drawers should not be locked. If you keep routine paperwork and non essential items in the office, that should be fine. In fact most everyone stores their exams, lecture materials, bluebooks and so on in the file drawer currently and we’ve had no theft or problems with them. Please remember that we have nearly 80 adjunct faculty that teach during morning, afternoon, evening, and weekend hours—and the D/L instructors; in summary we have a lot of faculty using few offices; however, the faculty are spread out over from 7am to 10pm six days week and on the Internet, so working together and planning office hours within a shared environment is doable if everyone makes collegiality a priority.
Below is my famous list of “housekeeping” items.

- **Course Syllabus:** Provide an electronic copy to Yvette at parrayc@lahc.edu and to my email at youngbj@lahc.edu by the first day of class. All syllabi’s are kept electronically and posted on our division website.

- **Required on Syllabus:**
  - Office hours and location of office where you’ll be available during scheduled office hours. Remember, office hours are contractually required.
  - College voicemail number—issued to all faculty members and is required to be on your syllabus. Telephones in adjunct office are for everyone’s use; however, the system does not provide for personalized voicemail accounts on these phones. The voicemail system works great and allows your access from anywhere.
  - College email address—issued to all faculty.
  - SLO’s—Student learning Outcomes: The approved SLO’s for each course must be on the syllabus. The SLO’s on your syllabus shall and must be the same as on the ‘course outline of record’ without question. If you’re unsure if you’re using the latest SLO’, please contact your Lead faculty discipline member. If you’re unsure who to ask, call or email me immediately.
  - Grade scale, grading criteria, and assignments must be listed—very clearly.
  - If you’re in a Learning Community style of teaching or with a paired faculty member, the criteria and outcomes must be written clearly so that our students fully understand the goals and objectives of the course.
  - List any and all URL computer addresses that are used and assigned during the semester.
  - List all textbooks and journals, or any materials or lab fees required for the course.

- **Course Assessment:**
  - Assessment of SLO’s for each course is mandatory. Faculty members are required to participate in the assessment process. Please communicate with your Lead faculty member to discuss which SLO’s are to be assessed and the process to be followed.

- **Assigned Hours:**
  - Each faculty member is required to meet their class for the full class time as scheduled. Many complaints surface every semester with instructors always late for class, taking up 5 or 10 minutes to set up while using valuable instruction time, and then having excuses to leave early. Trust me… even students complain when the system is being abused. **If for any reason you find yourself not having enough material to lecture, to discuss or to break into group work during your regularly scheduled class time or if you’re unable to be available for scheduled class or office hours, please give me a ring immediately.**

- **Copy Machine and Supplies:**
  - Our division has one copy machine and two printers for the entire division. All exams, syllabi’s, handouts, and so on must be turned into our campus reproduction office for large copy jobs. I recommend that you; not email items to Yvette for copying, that you get your paperwork in on-time so they’re ready for your first class. Otherwise, if you wait until the last minute or just before class, you’ll be sorry. Additionally, we do not receive the supply of paper like the old days since they centralized the supplies.

I look forward to seeing everyone during our Flex week and the first week of instruction. Please remember that all documents once received by Admissions is now electronic; so prepare early on. And, remember that college/district correspondence is to your “LAHC” email, not your personal email.

We'll see everyone on Thursday, August 22nd at 4:30 pm for our division meeting... if not sooner