August 12, 2009

I welcome everyone back for the fall semester. The limited summer session proved to be successful with maximum enrollment in all sections, including PACE courses exceeding 120 students. As we proceed into the new school year, there are a few housekeeping items we must review so that everyone is on the same page.

The mandatory attendance day for regular faculty is August 27th beginning at 8:00 AM. There will be a meeting for the regular, full-time division members from 1:00 to 4:00 PM in NEA 187. Everyone will then meet in NEA 222 for our full division meeting at 4:30 PM.

I am proscribed from mandating our adjunct faculty members from attending a scheduled meeting; however, the camaraderie experienced at our meetings, the information shared between one another, and the learned “required items” to be successful at our college is why we normally have an 80% attendance. We will first meet as a division, then a short presentation by our adjunct AFT representatives, and then each discipline will meet separately. I cannot emphasize the importance for the discipline meetings during these critical times of our mid-term accreditation report, and now the preparation for our next comprehensive accreditation review with WASC. The discussion and continued efforts with Student Learning Outcomes and the assessment process, and now a new requirement of Department/Discipline outcomes and assessment, will determine each discipline’s success as we proceed. This requires a team effort by each faculty member. Please refer to the attachment #A: MOU between the District and AFT.

Please schedule August 27th at 4:30 to 7:30 PM. Our meeting is FLEX authorized for three hours.

Listed below are a few items I like to refer to as ‘housekeeping’ items to ensure everyone is on track.

1. Exclusion, census, and grade rosters returned by the college due date.
2. Course syllabus for each assigned class to division chair’s office no later than the first day of the semester; electronic version only.
3. Reporting of absences are required to division chair or vice president of Academic Affairs.
4. Please refer to Attachment #A. The information within the MOU will be discussed at our division meeting. I believe everyone has the SLO materials for their classes, but if you don’t, please give a ring.
5. Required office hours. The office hour requirement was overlooked this past semester due to the new building and office area. Now that we’re moved in and the newness has worn off, office hours must be scheduled and adhered to. There are ten offices in our area marked “adjunct” office that are outfitted with the minimum of one phone and one computer. Pick an office that fits you. You may find that a nest of faculty in your discipline have already moved into an office, so you may want to ask around. Individual room keys will not be issued. There is a room number and a vertical glass panel next to each office door. Every faculty member teaching in our division must have their office hours posted (taped to the glass; facing outward towards the hallway) with their college voicemail extension listed. Please ask Yvette for the district ‘office hour’ form. A reminder that office hours, office number, and voicemail must be listed on your syllabus.
6. The final exam schedule must be followed. There were several complaints this past year with instructors proctoring the final exam a week early.

7. Remember that it's your responsibility by law to exclude those not attending class.

8. Everyone is encouraged to refresh their knowledge with the policies on Special Populations. If you have any questions regarding this area, please drop by my office.

9. Punctuality to class, and keeping the class to the scheduled ending time, will be monitored during the semester.

10. You must be present in your class at all times. You may not leave a student to proctor exams.

11. Each member has been issued a LAHC email account, voicemail, and college mailbox. Please make sure you periodically check them (hopefully no less than once a week).

12. And lastly, the TV/VCR units/carts will be removed from the classrooms. The carts are ruining the room walls when folks run them into the walls. If you have not received training on the smart podiums and electronics, I suggest you participate in one of the FLEX activities.

We will discuss the district and college budget, along with the winter and spring schedules.

If you have any questions, feel free to call or drop by the office.

Bradley J. Young