January 27, 2015

Welcome back and I trust everyone had a restful winter recess. The break from classes has allowed the IT department to work on and tune up the classroom computers and install a new system in our computer labs. I ask that everyone try their classroom computers, check the required systems you use, and simply make sure it’s in working condition so you’re ready to go during the first week of school. Otherwise, you’ll be on the campus waitlist for IT assistance during the first two weeks and an ‘early-on’ test run may avoid upset people.

By now everyone has read my emails and memos regarding scheduling and section closures, along with other items concerning enrollment, management movements, and so on. I will briefly address these issues during the opening of our division meeting on Wednesday, February 4th beginning at 4:00 pm with sandwiches and salads; 4:30 pm to begin the agenda and 5:00 pm for department/discipline breakout meetings. The intra-departmental meetings are very important to discuss future class offerings, course outlines, SLO’s, assessment, textbook usage, and any concerns or commits you may have. Remember that our meetings qualify for FLEX credit and is a forum for collegiality.

Here’s my famous list of “housekeeping” items:

- **Syllabus:** Please email your current syllabus to Yvette and me prior to February 9th so that we have your most current information on file. We field many questions daily for each instructor and the information is necessary for student success.
- **SLO’s and Assessment:** Thank you all for sending in your required assessment materials. Many faculty members had to be called and reminded to send in their information. Please remember this is contractual and is your responsibility.
- **Assigned Hours:** Your office hours and physical office location must be on your syllabus, the one turned in prior to the semester. If you will not be present during your office hours, you must email both Yvette and me that you’ll not be there. Using this process prevents Yvette from having to run around our office area and NEA looking for you when a student or administrator is trying to find you.
- **Classroom hours:** Please meet your class on time and leave on time as per the schedule of classes. In the past, some have changed the hours slightly or classrooms without notifying the office. Every classroom is scheduled in the master scheduling program by building, hour, room, number of seats, and so on. If you change a room or begin sooner or end later, other divisions may well be scheduling the room based on what we enter in the computer system. Not worry if you wish changes, simply let us check the system first to verify we’re not interfering with another instructor.
- **Copy Machine, supplies and equipment:** Please allow ample time for copying services. As in the past, everyone likes to show up on day one and copying their syllabus and handouts for each class that results in thousands of copies per day. If the machine breaks, you won’t be ready. Plan ahead and be prepared for your first day.

SEE EVERYONE ON FEBRUARY 4TH. Please email Yvette if you will be absent.
SIMPLE REMINDERS

- **Required on Syllabus:**
  - Office hours and location of office where you’ll be available during schedule 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.