

# OFFICE OF ACADEMIC AFFAIRS

## FALL 2018 NEWSLETTER

UPDATES TO THIS NEWSLETTER CAN BE FOUND ON THE COLLEGE'S WEBSITE



### DISTRICT ADMINISTRATION

Dr. Francisco C. Rodriguez, Chancellor  
Dr. Ryan Cornner, Vice Chancellor of  
Educational Programs & Institutional Effectiveness  
Dr. Robert B. Miller, Vice Chancellor of Finance  
and Resource Development  
Dr. Albert J. Roman, Vice Chancellor for  
Human Resources  
Dr. Jeffrey M. Prieto, General Counsel  
David Salazar, Chief Facilities Executive

### BOARD OF TRUSTEES

Mike Fong, President  
Andra Hoffman, Vice President  
Gabriel Buelna, Ph.D.  
Ernest H. Moreno  
Scott J. Svonkin  
David Vela  
Steven F. Veres  
Kellie N. Williams, Student Trustee

### LOS ANGELES CITY COLLEGE ADMINISTRATION

Dr. Mary P. Gallagher, President  
Dr. Regina R. Smith, Vice President of Student Services  
Dr. Daniel W. Walden, Vice President of Academic Affairs  
Vacant, Vice President of Administrative Services

### ACADEMIC AFFAIRS ADMINISTRATION

Dr. Anna Badalyan, Dean of Institutional Effectiveness  
Dr. Thelma J. Day, Dean of STEM  
Dr. Carol A. Kozeracki, Dean of Liberal Arts  
Dr. Vi Ly, Dean of Performing and Visual Arts & CTE  
Fabiola P. Mora, Assistant Dean of Academic  
and Career Pathways  
Angelica Ramirez, Dean of Non-Credit Programs  
Vacant, Dean of Economic and Workforce Education



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### GREETINGS

Greetings Faculty!

I hope you were able to get some time to vacation and rest over the summer. For myself, I had a great 10 day road trip exploring four states. I found it memorable and relaxing.

Now that we are beginning the new semester, I hope you will take the time to review the attached newsletter and use it as a tool and resource for your valuable work as a faculty member at Los Angeles City College.

Please join with me in welcoming the following new full-time probationary faculty who have joined Los Angeles City College beginning this fall. They are:

- Gayane Panosyan, Director of the Child Development Center
- Kathrine Hagerott, Nursing
- Gayle Stafsky, Dietetics

It has been particularly encouraging to see the progress that LACC continues to make toward improving its completion agenda. This past year certificate completions (18 units or more) have increased by 15%, and degrees by 24%. I want to commend you as faculty for playing a central role in making this happen.

The marketing campaign that began this past spring intensified efforts to improve the student experience. We have improved HVAC operations, cleaner and safer facilities, enhanced recruitment and retention efforts, along with the guaranteed course offerings for 2018-2019 (no cancellations). These interventions are helping to improve our enrollments as we enter this year projecting growth for the first time in four years. As of today, enrollments are up 9% (comparable day) over last fall.

I want to conclude this letter with a call to action and an “all hands on deck” participation in doing everything we can do to increase enrollment and completions by creating a culture of respect that will give our students a positive experience at Los Angeles City College. Working respectfully together and caring for our students will make a difference. I encourage you to add every student possible to your classes and continue to promote enrollment. LACC is all about student success—but students cannot succeed if they are not here.

Thank you for your valued contribution to make LACC, *The City's College*.

Sincerely,



Daniel Walden, Ph.D.  
Vice President of Academic Affairs  
Los Angeles City College  
855 North Vermont Avenue  
Los Angeles, CA 90029

Office Location: Cesar Chavez Building, AD 212  
Office phone: (323) 953-4000, ext. 2051  
Email: [waldenw@lacitycollege.edu](mailto:waldenw@lacitycollege.edu)



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### ABSENCES (FACULTY)

**ALL FACULTY WILL BE REQUIRED TO REPORT THEIR ABSENCE TO BOTH ACADEMIC AFFAIRS AND THEIR DEPARTMENT CHAIR. YOU MUST SUBMIT AN ABSENCE CERTIFICATION / REQUEST FORM TO YOUR DEPARTMENT CHAIR THE FOLLOWING DAY.**

The Office of Academic Affairs must be informed, as early as possible, if you are unable to meet your class. The staff in Academic Affairs will require the following information:

- Name and Employee Number
- Date(s) you will be absent
- Class / Subject Name and Section Number of each class you will miss
- Room Number and Time each class meets
- Reason for the absence

Academic Affairs Faculty Absences can be reached at 323-953-4000, Ext. 2070—this is a 24-hour line. Academic Affairs Staff (Cheryl Smiley and Vanessa Van Wagner) will post absences notices from 8 a.m. – 4:30 p.m., Monday to Friday.

*[Click Here To Access Absence Certification / Request Form](#)*

### ACADEMIC AFFAIRS OFFICE HOURS

Monday – Thursday ..... 8:00 a.m. – 7:30 p.m.  
Friday ..... 8:00 a.m. – 4:30 p.m.  
Saturday..... 8:00 a.m. – 2:00 p.m.



# OFFICE OF ACADEMIC AFFAIRS

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### ACADEMIC AFFAIRS DIRECTORY

**Dr. Daniel Walden, Vice President of Academic Affairs / (323) 953-4000, Ext. 2051 / AD 212**

Erica Johnson, Senior Secretary (Ext. 1056 / AD 212)  
Amy Ho, Instructional Assistant (Ext. 2068 / AD 210)  
Tiffany Min, Student Program Specialist (AD 209)

**Dr Anna Badalyan, Dean of Institutional Advancement / (323) 953-4000, Ext. 2372 / AD 209**

Christopher Lamb, Research Analyst (AD 209)  
Emil Mubarkshin, Research Analyst (Ext. 2377 / AD 209)

*IDWG 5 Department—*

- Library

*IDWG 5 Programs—*

- SLOs (Student Learning Outcomes)
- Staff & Organizational Development

**Dr. Thelma Day, Dean of Science, Technology, Engineering and Math (STEM) / Ext. 2541 / AD 208 B**

Vanessa Van Wagner, Senior Office Assistant (Ext. 2057 / AD 208 B)  
Natalie Freeman, Academic Scheduling Specialist (Ext. 2063 / AD 205 D)

*IDWG 2 Department—*

- Chemistry / Geophysical Sciences
- Life Sciences
- Math / CSIT / Electronics / CT / CAOT
- Physics / Engineering

*IDWG 2 Programs—*

- Accelerated College Transfer (ACT) Program
- College Catalog
- College Schedules
- Curriculum

**Dr. Carol Kozeracki, Dean of Liberal Arts (Ext. 2061 / AD 208 C)**

Cheryl Smiley, Senior Secretary (Ext. 2059 / AD 208 C)

*IDWG 1 Departments—*

- Communication Studies
- Counseling Classes Only
- English / ESL
- Learning Skills
- Modern Languages (formerly Foreign Languages)
- Philosophy
- Psychology
- Social Sciences

*IDWG 1 Programs—*

- Distance Education
- Student Services Liaison

**Dr. Vi Ly, Dean of Performing and Visual Arts / CTE (Ext. 2060 / AD 208 C)**

Cheryl Smiley, Senior Secretary (Ext. 2059 / AD 208 C)

*IDWG 3 Departments—*

- Cinema / Television
- Dental Technology
- Kinesiology / Health / Dance
- Music
- Nursing
- Theatre Arts
- Visual and Media Arts



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### ACADEMIC AFFAIRS DIRECTORY (CONTINUED)

#### **Ms. Angelica Ramirez, Dean of Non Credit Programs, Adult Education, Basic Skills and WIOA Funding (Ext. 2588 / EWD 104)**

##### *IDWG 6 Department—*

- Non Credit Classes

##### *IDWG 6 Programs—*

- Noncredit Student Success Support Programs
- Adult Education Block Grant (AEBG)
- Basic Skills

#### **Vacant, Dean of Economic Development and Workforce Education / Ext. 2596 / AD 208 A**

Victor Facio-Diaz, SFP Office Assistant (Ext. 2594 / AD 208 A)

Fabiola Mora, Assistant Dean of Academic and Career Pathways (Ext. 1523 / AD 208 A)

##### *IDWG 4 Departments—*

- Business Administration
- Child & Family Studies / Dietetics
- Law / Administration of Justice
- Radiologic Technology

##### *IDWG 4 Programs—*

- Child Development Center
- Community Services Extensions – Continuing Education
- Cooperative Education
- Deputy Sector Navigator Small Business Program
- Institute for Integrated Career & Academic Pathways (iCAPs)
- CTE EF Enhancement Projects (Child Development, Commercial Music, Nursing and Radiologic Technology)
- LA HI-TECH Regional Consortium LACCD Administrator
- Strong Workforce Initiative
- Regional CTE Internship & Jobs Academy (CIJA)
- LA High Tech Bridge & Coding Boot Camp

##### *Ms. Mora's Assistant Dean Duties—*

- Gateway to College
- LAH3C
- California Community College LLI
- LAUSD YouthCareer Connect
- LACC LA HI-TECH
- Los Angeles Regional Career Pathway Project



# OFFICE OF ACADEMIC AFFAIRS

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### ACADEMIC DEPARTMENTS DIRECTORY

	<u>Ext.</u>	<u>Location</u>
<b>BUSINESS ADMINISTRATION (BRITT HASTEY)</b> <ul style="list-style-type: none"> <li style="width: 33%;">• Accounting</li> <li style="width: 33%;">• Finance</li> <li style="width: 33%;">• Marketing</li> <li style="width: 33%;">• Business</li> <li style="width: 33%;">• International Business</li> <li style="width: 33%;">• Real Estate</li> <li style="width: 33%;">• Economics</li> <li style="width: 33%;">• Management</li> <li style="width: 33%;">• Supervision</li> </ul>	2547	AD 204
<b>CHEMISTRY / GEOPHYSICAL SCIENCES (GLEN BAGHDASARIAN)</b> <ul style="list-style-type: none"> <li style="width: 33%;">• Chemistry</li> <li style="width: 33%;">• Environmental Science</li> <li style="width: 33%;">• Geology</li> <li style="width: 33%;">• Earth Science</li> <li style="width: 33%;">• Geography</li> <li style="width: 33%;">• Oceanography</li> </ul>	2600	SCI 324 B
<b>CHILD AND FAMILY STUDIES / DIETETICS / CDC (KELI MILLER)</b> <ul style="list-style-type: none"> <li style="width: 33%;">• Child Development</li> <li style="width: 33%;">• Child Development Center</li> <li style="width: 33%;">• Family &amp; Consumer Studies</li> </ul>	2299	CD 202
<b>CINEMA / TELEVISION (JEN VAUGHN)</b> <ul style="list-style-type: none"> <li style="width: 33%;">• Cinema</li> <li style="width: 33%;">• Television</li> </ul>	2631	CC 181
<b>COMMUNICATION STUDIES (M. "SHAE" HSIEH)</b> <ul style="list-style-type: none"> <li>• Communication Studies</li> </ul>	2961	CC 187
<b>COUNSELING (LUISA CORTEZ-ORTIZ)</b> <ul style="list-style-type: none"> <li>• Counseling</li> </ul>	2268	SSB 262
<b>DENTAL TECHNOLOGY (ARAX COHEN)</b> <ul style="list-style-type: none"> <li>• Dental Technology</li> </ul>	2501	SCI 324 A
<b>ENGLISH / ESL (BERNADETTE TCHEN)</b> <ul style="list-style-type: none"> <li style="width: 33%;">• English</li> <li style="width: 33%;">• E.S.L.</li> <li style="width: 33%;">• ESL</li> <li style="width: 33%;">• Linguistics</li> </ul>	2727	JH 301 A



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### ACADEMIC DEPARTMENTS DIRECTORY (CONTINUED)

	<u>Ext.</u>	<u>Location</u>
<b>MODERN LANGUAGES</b> — <i>formally known as Foreign Languages</i> (MICKEY HONG) <ul style="list-style-type: none"> <li>• American Sign Language      • French      • Russian</li> <li>• Arabic      • Italian      • Spanish</li> <li>• Armenian      • Japanese</li> <li>• Chinese      • Korean</li> </ul>	2736	JH 111 G
<b>KINESIOLOGY / HEALTH / DANCE</b> (AYKANUSH GEVANYAN) <ul style="list-style-type: none"> <li>• Dance Specialties      • Dance Techniques      • Kinesiology</li> <li>• Dance Study      • Health      • Kinesiology Major</li> </ul>	2663	KINN 216
<b>LAW / ADMINISTRATION OF JUSTICE</b> (WILHELM VARGAS) <ul style="list-style-type: none"> <li>• Administration of Justice      • Corrections      • Law</li> </ul>	2754	HH 200 H
<b>LEARNING SKILLS</b> (CAROL KOZERACKI—ACTING) <ul style="list-style-type: none"> <li>• Learning Skills      • Tutoring</li> </ul>	2061	AD 208 C
<b>LIBRARY</b> (BARBARA VASQUEZ) <ul style="list-style-type: none"> <li>• Library Science</li> </ul>	2407	MLK 114
<b>LIFE SCIENCES</b> (GREGORY GONSALVES) <ul style="list-style-type: none"> <li>• Anatomy      • Microbiology</li> <li>• Biology      • Physiology</li> </ul>	2796	SCI 222 E
<b>MATH / CSIT / ELECTRONICS / CT / CAOT</b> (KIAN KAVIANI) <ul style="list-style-type: none"> <li>• CAOT      • CSIT      • Math</li> <li>• Computer Technology      • Electronics</li> </ul>	2811	FH 101 O





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	<u>Ext.</u>	<u>Location</u>
<b>MUSIC (CHRISTINE PARK)</b> <ul style="list-style-type: none"> <li>• Music</li> </ul>	2887	HAMC 146
<b>NURSING (CHRISTIANA BASKARAN)</b> <ul style="list-style-type: none"> <li>• Nursing</li> </ul>	2537	SCI 222 C
<b>PHILOSOPHY (JULIO TORRES)</b> <ul style="list-style-type: none"> <li>• Philosophy</li> </ul>	2763	HH 200 C
<b>PSYCHOLOGY (ROCHELLE SECHOOLER)</b> <ul style="list-style-type: none"> <li>• Psychology</li> </ul>	2930	HH 100 G
<b>RADIOLOGIC TECHNOLOGY (ISRAEL FONSECA)</b> <ul style="list-style-type: none"> <li>• Radiologic Technology</li> </ul>	2942	RT 3 A
<b>SOCIAL SCIENCES (ANTHONY CLARK)</b> <ul style="list-style-type: none"> <li style="width: 33%;">• African-American Studies</li> <li style="width: 33%;">• History</li> <li style="width: 33%;">• Sociology</li> <li style="width: 33%;">• Anthropology</li> <li style="width: 33%;">• Humanities</li> <li style="width: 33%;">• Chicano Studies</li> <li style="width: 33%;">• Political Science</li> </ul>	2949	FH 219 F
<b>THEATRE ARTS (TONY MAGGIO)</b> <ul style="list-style-type: none"> <li>• Theater</li> </ul>	2983	THEA 208
<b>VISUAL AND MEDIA ARTS (LAURA PALEY)</b> <ul style="list-style-type: none"> <li style="width: 33%;">• Art</li> <li style="width: 33%;">• Journalism</li> <li style="width: 33%;">• Art History</li> <li style="width: 33%;">• Photography</li> </ul>	2519	CHEM 119 C



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### ADMINISTRATOR COVERAGE FOR FALL 2018 (LOS ANGELES CITY COLLEGE)

**MONDAY – THURSDAY EVENING (5:00 PM – 7:30 PM) AND SATURDAY (8:00 AM – 2:00 PM)**

2018		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	2018
MON	27	ANDRIASSIAN			01	VILLAR					MON
TUES	28	LY			02	PORCHE					TUES
WED	29	BADALYAN			03	DAY					WED
THUR	30	KOZERACKI			04	LY	01	RAMIREZ			THUR
SAT			01	YAMANISHI	06	ANDRIASSIAN	03	BADALYAN	01	RAMIREZ	SAT
MON			03	HOLIDAY	08	RAMIREZ	05	KOZERACKI	03	BADALYAN	MON
TUES			04	MORA	09	KOZERACKI	06	MORA	04	KOZERACKI	TUES
WED			05	VILLAR	10	BADALYAN	07	YAMANISHI	05	YAMANISHI	WED
THUR			06	PORCHE	11	MORA	08	PORCHE	06	PORCHE	THUR
SAT			08	KOZERACKI	13	YAMANISHI	10	VILLAR	08	MORA	SAT
MON			10	RAMIREZ	15	PORCHE	12	HOLIDAY	10	VILLAR	MON
TUES			11	RAMIREZ	16	VILLAR	13	LY	11	LY	TUES
WED			12	KOZERACKI	17	LY	14	DAY	12	DAY	WED
THUR			13	ANDRIASSIAN	18	DAY	15	RAMIREZ	13	RAMIREZ	THUR
SAT			15	BADALYAN	20	DAY	17	ANDRIASSIAN	15	KOZERACKI	SAT
MON			17	MORA	22	ANDRIASSIAN	19	KOZERACKI			MON
TUES			18	YAMANISHI	23	YAMANISHI	20	BADALYAN			TUES
WED			19	PORCHE	24	MORA	21	VILLAR			WED
THUR			20	VILLAR	25	VILLAR	22	HOLIDAY			THUR
SAT			22	LY	27	PORCHE	24	NON-INSTRUCTION			SAT
MON			24	DAY	29	DAY	26	PORCHE			MON
TUES			25	BADALYAN	30	ANDRIASSIAN	27	DAY			TUES
WED			26	RAMIREZ	31	LY	28	LY			WED
THUR			27	YAMANISHI			29	ANDRIASSIAN			THUR
SAT			29	MORA							SAT

Sheriff's Office—LACC (AD 115) #3 from any Campus Phone or (323) 953-2911 (Emergencies Only) or (323) 953-4005 (Business / Non-Emergencies)  
From Off Campus Phones: (323) 953-4000, then the listed 4-digit extension number below

**Monday –Thursday Evening Location (5:00 pm – 7:30 pm)**

Andriassian (SU 224 – Student Life) Ext. 2453  
Badalyan (AD 209) Ext. 2372  
Day (AD 208 B) Ext. 2541  
Kozeracki (AD 208 C) Ext. 2061  
Ly (AD 208 C) Ext. 2060  
Mora (AD 208 A) Ext. 1523  
Porche (SSB 346) Ext. 2305  
Ramirez (EWD 104) Ext. 2588  
Villar (SSB 154 – Financial Aid) Ext. 2011  
Yamanishi (SSB 211) Ext. 2258

**Saturday Location (8:00 am – 2:00 pm)**

Andriassian (AD 208 B) Ext. 2433  
Badalyan (AD 209) Ext. 2372  
Day (AD 208 B) Ext. 2541  
Kozeracki (AD 208 C) Ext. 2061  
Ly (AD 208 C) Ext. 2060  
Mora (AD 208 A) Ext. 1523  
Porche (AD 208 B) Ext. 2433  
Ramirez (AD 208 B) Ext. 2433  
Villar (AD 208 B) Ext. 2433  
Yamanishi (AD 208 B) Ext. 2433

AD = Cesar Chavez Administration Building / SSB = Student Services Building / SU = Student Union Building

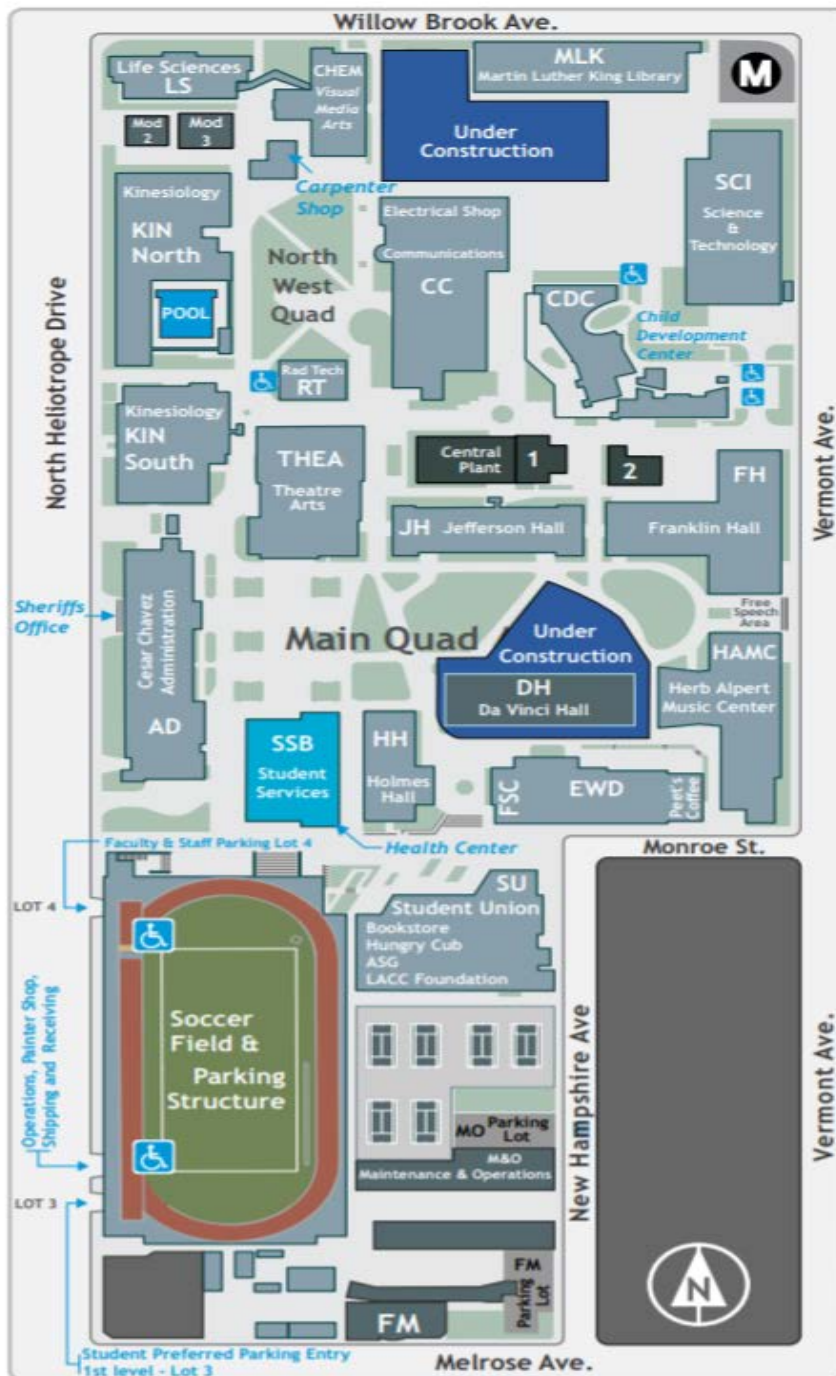
**SUBJECT TO CHANGES--CLICK HERE TO ACCESS UPDATES TO THE ADMINISTRATOR COVERAGE FOR FALL 2018**



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### Campus Map

Address: | 855 N. Vermont Ave.  
Los Angeles CA 90029

Telephone: | (323) 953-4000

[www.lacitycollege.edu](http://www.lacitycollege.edu)

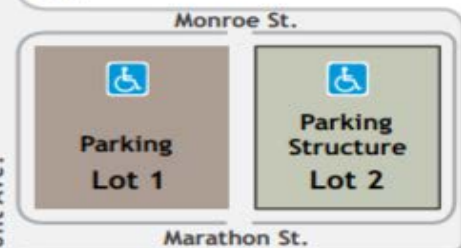
**Note:** We offer classes at various locations. Please check the schedule of classes and our website for more information.

**For Los Angeles County Sheriffs (Campus Police): (323) 953-2911 or dial #3 on any campus phone.**



#### SSB - New Student Services Building:

- Admissions & Records
- Assessment
- Business Office
- CalWORKS
- Career / Transfer Centers
- Counseling
- EOPES / CARE / NextUp
- Financial Aid
- First Year Experience
- Foster & Kinship Care Center
- Health & Wellness Center
- Honors Program
- International Students
- Matriculation - SSSP
- Office of Special Services
- Outreach and Recruitment
- TRIO
- Upward Bound
- Welcome Center



**Note:** Visual & Media Arts classes also in Mod 2 and Mod 3 Units.

Revised July 20th 2018

[CLICK HERE TO ACCESS UPDATES TO THE CAMPUS MAP](#)



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### FACULTY ASSOCIATIONS

#### Academic Senate (Los Angeles City College)

The Los Angeles City College Academic Senate is the governing body of the Los Angeles City College Faculty Association. In accordance with section 53200 of Title 5 of the California Code of Regulations, the Academic Senate bears responsibility for establishing policy and maintaining standards in relation to all academic and professional matters at Los Angeles City College. The academic and professional matters (the "10+1") are:

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate

#### YOUR FALL 2018 ACADEMIC SENATE EXECUTIVE COMMITTEE

Name (Discipline)	Title	Office	Ext.
Dr. Dan Wanner (Music)	President	CH 143	2892
Dr. April Pavlik (Psychology)	Vice President / Curriculum Chair	AD 208 C	2463
Dr. Jayesh Bhakta (Engineering, Physics)	Budget / Finance / Membership Committee	SCI 222 D	2923
Liz Gnerre (Library)	Secretary	LIB 226	2409
Kamale Gray (Counseling)	Constitution & Bylaws Committee / Parliamentarian	AD 109 D	2216
Keli Miller (Family & Child Development / Dietetics)	Fellowship Committee	CDB 203	2299
Hector Plotquin (Math)	Academic Rank Committee	FH 101 N	2827
Daniel Ruiz (English / ESL)	Chair, Educational Policies and Program Integrity Committee & Chair, Professional Ethics Committee	JH 302 C	2726
Dr. Bernadette Tchen (English / ESL)	Elections Committee	JH 301 B	2727
Barbara Vasquez (Library)	Chair, Department Chairs Caucus	LIB 114	2407
Vacant	Faculty Professional Development Committee	TBA	TBA
Dr. John Freitas (Chemistry)	Past President	SCI 324 G	2605



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### FACULTY ASSOCIATIONS (CONTINUED)

#### American Federation of Teachers, Local 1521 (AFT)—Los Angeles City College

AFT (American Federation of Teachers, Local 1521) is the faculty bargaining agent. The collective bargaining agreement (contract) covers faculty rights in employment; work environment, benefits, salaries, leaves, hourly seniority, summer/winter priority, grievance, and the academic calendar, among other issues. Please refer to the AFT Contract as the AFT Agreement. The AFT 1521 Contract is available on line at [www.aft1521.org](http://www.aft1521.org).

- Christine Park began her term as the new Chapter President on June 1, 2018.
  - Please email union issues and concerns to: [christine.j.park@aft1521.org](mailto:christine.j.park@aft1521.org)
  - On weekdays, all emails will be answered, but priority will be given to those that are urgent.
  - Emails will not be answered on weekends.
  - Please make an appointment if you need to talk in person. **Office location: HAMC #146 (Music building)**
  
- Nate Lorentz began his term as the new Grievance Representative on June 11, 2018.
  - Please email grievance issues and concerns to: [nate.lorentz@aft1521.org](mailto:nate.lorentz@aft1521.org)
  - On weekdays, all emails will be answered, but priority will be given to those that are urgent.
  - Emails will not be answered on weekends.
  - Please make an appointment if you need to talk in person. **Office location: SCI TECH #324F**



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### FALL 2018 CALENDAR

#### FALL 2018 SEMESTER INSTRUCTION DATES

MONDAY – THURSDAY CLASSES Begins.....	August 27, 2018 (Monday)
FRIDAY CLASSES Begins.....	August 31, 2018 (Friday)
SATURDAY CLASSES Begins .....	September 1, 2018 (Saturday)
FINAL EXAM WEEK Begins .....	December 10, 2018 (Monday) – December 16, 2018 (Sunday)
GRADES DUE by .....	December 21, 2018 (Friday)

#### DEADLINES—LAST DAY TO\*

ADD Traditional Classes with Permission Number .....	September 9, 2018 (Sunday)
DROP Classes without Fee and without a “W” .....	September 9, 2018 (Sunday)
DROP Classes for Refund .....	September 9, 2018 (Sunday)
SUBMIT CENSUS.....	September 10, 2018 (Monday)
FILE for PASS/NO PASS .....	September 28, 2018 (Friday)
DROP with a “W” .....	November 18, 2018 (Sunday)

*\*These dates apply for most classes. Some classes are unique; please have students use their portal to review their class deadline calendar.*

#### DAYS COLLEGE IS CLOSED

Labor Day .....	September 3, 2018 (Monday)
Veteran’s Day .....	November 12, 2018 (Monday)
Thanksgiving Holiday .....	November 22, 2018 (Thursday) November 23, 2018 (Friday)
Non-Instruction Day .....	November 24, 2018 (Saturday) November 25, 2018 (Sunday)

**[SUBJECT TO CHANGES—CLICK HERE TO ACCESS UPDATES TO CALENDAR TERM DATES FOR FISCAL YEAR 2018 - 2019](#)**



# OFFICE OF ACADEMIC AFFAIRS

## FALL 2018 NEWSLETTER

UPDATES TO THIS NEWSLETTER CAN BE FOUND ON THE COLLEGE'S WEBSITE



## LOS ANGELES CITY COLLEGE SYMPOSIUM

THURSDAY, AUGUST 23, 2018

### Breakfast

8:00am

Student Union 3<sup>rd</sup> floor Balcony  
Sponsored by the Office of the President

### Opening Session

8:45-9:45am

Student Union 3<sup>rd</sup> floor Multipurpose Room

### Breakout Session

10:00-12:15pm

JH-101, JH-102, JH-112, JH-113, or JH-119

The following topics will rotate. You do not need to change rooms.

1. Guided Pathways
2. Student Equity
3. Ralph Bunche Scholars and Veteran's Services
4. Culture of Respect
5. Title IX and Other Forms of Discrimination

### Lunch

12:20-1:20pm

Student Union 3<sup>rd</sup> floor  
Sponsored by the Office of the President

### Academic Department Meetings

1:30-3:15pm

### Faculty Sign Out

3:15pm

Student Union Entrance

*Program subject to change*



# OFFICE OF ACADEMIC AFFAIRS

## FALL 2018 NEWSLETTER

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### FALL 2018 FINAL EXAM SCHEDULE

December 10, 2018 (Monday) – December 16, 2018 (Sunday)

**Please note:**

- Each examination is scheduled for two hours. **Final exams for short-term classes shall be administered during the final two hours of the last class period.**
- **Every instructor is required to give a final examination following the schedule below.**
- Because of potential conflict within student's schedules, deviations from the final exam schedule **ARE NOT PERMITTED.**
- In case of a conflict, please consult your instructor.
- If students indicate that a conflict is occurring, instructors are advised to contact their supervising dean immediately.
- Every student is required to take a final examination.
- Final examinations are held in the room in which class is regularly scheduled.

M = Monday / T = Tuesday / W = Wednesday / R = Thursday / F = Friday / S = Saturday / U = Sunday

Class Start Time	Class Meeting Day(s)	Final Exam Date	Final Exam Time
8:00 am	M	Monday, December 10	8:00 am - 10:00 am
8:00 am	MW	Monday, December 10	8:00 am - 10:00 am
8:00 am	MTWR	Monday, December 10	8:00 am - 10:00 am
8:00 am	MTW	Monday, December 10	8:00 am - 10:00 am
8:00 am	MWF	Monday, December 10	8:00 am - 10:00 am
8:00 am	TR	Tuesday, December 11	8:00 am - 10:00 am
8:00 am	TRF	Tuesday, December 11	8:00 am - 10:00 am
8:00 am	W	Wednesday, December 12	8:00 am - 10:00 am
8:00 am	R	Thursday, December 13	8:00 am - 10:00 am
8:00 am	F	Friday, December 14	8:00 am - 10:00 am
8:00 am	S	Saturday, December 15	8:00 am - 10:00 am
9:35 am	M	Monday, December 10	10:15 am - 12:15 pm
9:35 am	MW	Monday, December 10	10:15 am - 12:15 pm
9:35 am	MTWR	Monday, December 10	10:15 am - 12:15 pm
9:35 am	T	Tuesday, December 11	10:15 am - 12:15 pm
9:35 am	TR	Tuesday, December 11	10:15 am - 12:15 pm
9:35 am	W	Wednesday, December 12	10:15 am - 12:15 pm
9:35 am	R	Thursday, December 13	10:15 am - 12:15 pm
9:35 am	F	Friday, December 14	10:15 am - 12:15 pm
9:35 am	S	Saturday, December 15	10:15 am - 12:15 pm
11:10 am	M	Monday, December 10	10:15 am - 12:15 pm
11:10 am	MW	Wednesday, December 12	10:15 am - 12:15 pm
11:10 am	MTWR	Wednesday, December 12	10:15 am - 12:15 pm
11:10 am	T	Tuesday, December 11	10:15 am - 12:15 pm
11:10 am	TR	Thursday, December 13	10:15 am - 12:15 pm
11:10 am	W	Wednesday, December 12	10:15 am - 12:15 pm
11:10 am	R	Thursday, December 13	10:15 am - 12:15 pm
11:10 am	F	Friday, December 14	10:15 am - 12:15 pm
11:10 am	S	Saturday, December 15	10:15 am - 12:15 pm

***SUBJECT TO CHANGES—CLICK HERE TO ACCESS UPDATES TO THE FINAL EXAM SCHEDULE (FALL 2018)***





# OFFICE OF ACADEMIC AFFAIRS

## FALL 2018 NEWSLETTER

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### FALL 2018 FINAL EXAM SCHEDULE (CONTINUED)

December 10, 2018 (Monday) – December 16, 2018 (Sunday)

**Please note:**

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12:45 pm	M	Monday, December 10	1:00 pm – 3:00 pm
12:45 pm	MW	Monday, December 10	1:00 pm – 3:00 pm
12:45 pm	MTWR	Monday, December 10	1:00 pm – 3:00 pm
12:45 pm	T	Tuesday, December 11	1:00 pm – 3:00 pm
12:45 pm	TR	Tuesday, December 11	1:00 pm – 3:00 pm
12:45 pm	W	Wednesday, December 12	1:00 pm – 3:00 pm
12:45 pm	R	Thursday, December 13	1:00 pm – 3:00 pm
12:45 pm	F	Friday, December 14	1:00 pm – 3:00 pm
2:20 pm	M	Monday, December 10	3:15 pm – 5:15 pm
2:20 pm	MW	Monday, December 10	3:15 pm – 5:15 pm
2:20 pm	MWR	Monday, December 10	3:15 pm – 5:15 pm
2:20 pm	MTWR	Monday, December 10	3:15 pm – 5:15 pm
2:20 pm	T	Tuesday, December 11	3:15 pm – 5:15 pm
2:20 pm	TR	Tuesday, December 11	3:15 pm – 5:15 pm
2:20 pm	W	Wednesday, December 12	3:15 pm – 5:15 pm
2:20 pm	R	Thursday, December 13	3:15 pm – 5:15 pm
2:20 pm	S	Saturday, December 15	3:15 pm – 5:15 pm
4:00 pm	MW	Wednesday, December 12	3:15 pm – 5:15 pm
4:00 pm	T	Tuesday, December 11	3:15 pm – 5:15 pm
4:00 pm	TR	Thursday, December 13	3:15 pm – 5:15 pm
4:00 pm	W	Wednesday, December 12	3:15 pm – 5:15 pm
4:00 pm	R	Thursday, December 13	3:15 pm – 5:15 pm
4:00 pm	F	Friday, December 14	3:15 pm – 5:15 pm
4:40 pm	M	Monday, December 10	3:15 pm – 5:15 pm
4:40 pm	T	Tuesday, December 11	3:15 pm – 5:15 pm
4:40 pm	W	Wednesday, December 12	3:15 pm – 5:15 pm
4:40 pm	R	Thursday, December 13	3:15 pm – 5:15 pm

*[SUBJECT TO CHANGES—CLICK HERE TO ACCESS UPDATES TO THE FINAL EXAM SCHEDULE \(FALL 2018\)](#)*



# OFFICE OF ACADEMIC AFFAIRS

## FALL 2018 NEWSLETTER

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### FALL 2018 FINAL EXAM SCHEDULE (CONTINUED)

December 10, 2018 (Monday) – December 16, 2018 (Sunday)

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Class Start Time	Class Meeting Day(s)	Final Exam Date	Final Exam Time
5:15 pm	MW	Monday, December 10	5:30 pm – 7:30 pm
5:15 pm	TR	Tuesday, December 11	5:30 pm – 7:30 pm
6:00 pm	M	Monday, December 10	5:30 pm – 7:30 pm
6:00 pm	MW	Monday, December 10	5:30 pm – 7:30 pm
6:00 pm	MTW	Monday, December 10	5:30 pm – 7:30 pm
6:00 pm	T	Tuesday, December 11	5:30 pm – 7:30 pm
6:00 pm	TR	Tuesday, December 11	5:30 pm – 7:30 pm
6:00 pm	W	Wednesday, December 12	5:30 pm – 7:30 pm
6:00 pm	R	Thursday, December 13	5:30 pm – 7:30 pm
6:50 pm	M	Monday, December 10	7:30 pm – 9:30 pm
6:50 pm	MW	Monday, December 10	7:30 pm – 9:30 pm
6:50 pm	T	Tuesday, December 11	7:30 pm – 9:30 pm
6:50 pm	TR	Tuesday, December 11	7:30 pm – 9:30 pm
6:50 pm	W	Wednesday, December 12	7:30 pm – 9:30 pm
6:50 pm	R	Thursday, December 13	7:30 pm – 9:30 pm
6:50 pm	F	Friday, December 14	7:30 pm – 9:30 pm

*[SUBJECT TO CHANGES—CLICK HERE TO ACCESS UPDATES TO THE FINAL EXAM SCHEDULE \(FALL 2018\)](#)*



# OFFICE OF ACADEMIC AFFAIRS FALL 2018 NEWSLETTER

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## PARKING DECALS

*Starting Dates—*

Dates	Times	Locations
August 15 <sup>th</sup> -- Wednesday	8:30 a.m. to 3:30 p.m.	Melrose & New Hampshire – Plant Facilities 2 <sup>nd</sup> Floor
August 16 <sup>th</sup> -- Thursday	8:30 a.m. to 3:30 p.m.	Melrose & New Hampshire – Plant Facilities 2 <sup>nd</sup> Floor
August 17 <sup>th</sup> -- Friday	8:30 a.m. to 3:30 p.m.	Melrose & New Hampshire – Plant Facilities 2 <sup>nd</sup> Floor
August 20 <sup>th</sup> -- Monday	1:00 p.m. to 3:30 p.m.	Melrose & New Hampshire – Plant Facilities 2 <sup>nd</sup> Floor
August 21 <sup>st</sup> -- Tuesday	8:30 a.m. to 3:30 p.m.	Melrose & New Hampshire – Plant Facilities 2 <sup>nd</sup> Floor
August 22 <sup>nd</sup> -- Wednesday	8:30 a.m. to 3:30 p.m.	Melrose & New Hampshire – Plant Facilities 2 <sup>nd</sup> Floor
August 23 <sup>rd</sup> -- Thursday	8:30 a.m. to 3:30 p.m.	Melrose & New Hampshire – Plant Facilities 2 <sup>nd</sup> Floor
August 27 <sup>th</sup> to September 7 <sup>th</sup>	8:00 a.m. to 3:00 p.m.	Melrose & New Hampshire – Plant Facilities 2 <sup>nd</sup> Floor

You must have a Parking Decal to park on  
LACC Campus & Van De Kamp Center & Saturday Instructors



**If you do not pick-up the parking decal during the dates above.**

**You MUST pick-up the decal during these dates below:**

**During the 1<sup>st</sup> day of the Fall 2018 Semester  
Start on August 27<sup>th</sup> to September 7<sup>th</sup>**

Day Time Hours — Monday—Friday	Locations
8:00 a.m.—11:30 a.m.	<i>Plant Facilities – Melrose &amp; New Hampshire 2<sup>nd</sup> FL</i>
1:00 p.m.—3:00 p.m.	<i>Plant Facilities – Melrose &amp; New Hampshire 2<sup>nd</sup> FL</i>
Evening Hours — Monday —Thursday	Locations
3:00 p.m.—6:30 p.m.	<i>Business Office—SSB 2<sup>nd</sup> Floor</i>
Please Bring your Cub Card & License Plate Information with you when picking up your Decal!	

*SUBJECT TO CHANGES—CLICK HERE TO ACCESS ADDITIONAL PARKING INFORMATION*



# OFFICE OF ACADEMIC AFFAIRS

## FALL 2018 NEWSLETTER

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### PARKING DECALS (CONTINUED)

#### FOR RETURNING STAFF

1. Bring your cub card, vehicle information, employee number and a pen.
2. Temp. Classified please bring copy of your assignment from your Department Chair or Supervisor.

#### FOR NEW STAFF

1. All new staff must be processed @ LACC Campus because of a fee of \$15.00 must be paid for Decal & Cub Card. Also, bring your License Plate information with you.
2. Please bring a copy of your assignment from your Department Chair or Supervisor. (New Staff)
3. Go to Plant Facilities 2<sup>nd</sup> Floor, Melrose & New Hampshire during the hours stated above & to obtain the proper forms & instructions on completing the process. (August 27<sup>th</sup> to September 7<sup>th</sup>)
4. You will be asked to pay \$15.00 to the Business Office—SSB 2<sup>nd</sup> Floor (New Staff)
5. Your Cub Card can be obtained in the Welcome Center in SSB 1<sup>st</sup> Floor – Please complete and process your cub card in a timely manner. Do not wait for one year to process. Process ASAP!  
*(Please check for Welcome Center Office Hours)*

Please park in the Faculty & Staff Parking Structure (Lot #4) on Heliotrope Drive.

✚ New Carpool Decals will be given out in September – Watch for emails.

\*For Visitors, Vendors and Temp. Staff & Interns during the Semester Rush — Please see your department to arrange with Sheriff's department a one-day pass or Temp. Permit—AD 110

***SUBJECT TO CHANGES—CLICK HERE TO ACCESS ADDITIONAL PARKING INFORMATION***



# OFFICE OF ACADEMIC AFFAIRS

## FALL 2018 NEWSLETTER

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### POLICIES AND PROCEDURES—LOS ANGELES CITY COLLEGE

#### CLASSROOM REGULATIONS

SMOKING (ANY TYPES), EATING, AND DRINKING ARE NOT ALLOWED IN THE CLASSROOMS. CHILDREN OR OTHER NON-ENROLLED PERSONS ARE NOT TO ACCOMPANY ANY STUDENTS TO CLASS AND / OR THE LIBRARY. PLEASE REFER TO THE COLLEGE CATALOG FOR DETAILS AND REMIND YOUR STUDENTS OF THESE REGULATIONS.

#### COPIERS

Copier machine is available for use by faculty in the Copy Center (AD 312). Please contact the Copy Center at Ext. 2870 for additional locations of copier machines throughout the campus.

#### EMAIL (LOS ANGELES CITY COLLEGE)

A campus email address is created, upon approval of your teaching assignment at the District Office. Faculty members should regularly check their LACC email account as campus notices and important announcements, including those of a time-sensitive nature, are distributed via this method.

#### FIELD TRIP (APPROVAL)

Two weeks prior to the trip for processing and District approval are needed.

#### MAILBOXES

All Faculty members are issued campus mailboxes and should check these throughout the term for important campus information and student messages. Mailboxes are located in the mailroom (AD 101). If you do not have a mailbox, please contact your Department Chairperson.

#### MISSION STATEMENT (LOS ANGELES CITY COLLEGE)

Los Angeles City College empowers students from the diverse communities it serves to achieve their educational and career goals by providing learner-centered pathways to success through transfer, career and technical education, and foundational skills programs.



# OFFICE OF ACADEMIC AFFAIRS

## FALL 2018 NEWSLETTER

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### POLICIES AND PROCEDURES—LOS ANGELES CITY COLLEGE (CONTINUED)

#### PeopleSoft (SIS)

The new PeopleSoft SIS system is now up and running. [CLICK HERE TO ACCESS ADDITIONAL INFORMATION IN REGARDS TO THE SIS SYSTEM.](#)

#### POSTING OF FLYERS

Bulletin Boards are located in each building to provide designated spaces for recruitment flyers and other notices. DO NOT post flyers and notices on easels, doors, windows or walls. To post an item, you MUST obtain approval from the Student Life (Student Union).

#### PREREQUISITE ENFORCEMENT

LACC enforces course prerequisites. Instructor approval to add a class does not waive a prerequisite. Students who completed a prerequisite at a college outside the LACCD should be directed to the Counseling Office (Student Services Center, 2<sup>nd</sup> Floor) or prerequisite clearance when the prerequisite has been completed at another institution. Additionally, students can obtain prerequisite challenge forms from the Admissions Office (Student Services Center, 1<sup>st</sup> Floor) or the Counseling Office (Student Services Center, 2<sup>nd</sup> Floor) and they can be submitted to the department chair for that discipline.

#### PRIVACY ALERT

Do NOT use social security numbers or student identification numbers (including the last four digits) when posting grades. Public use of these is illegal and violates students' privacy.



# OFFICE OF ACADEMIC AFFAIRS

## FALL 2018 NEWSLETTER

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### POLICIES AND PROCEDURES—LOS ANGELES CITY COLLEGE (CONTINUED)

#### RELIGIOUS HOLIDAYS (ACCOMMODATIONS FOR STUDENTS)

##### *OPEN LETTER (LACCD)—*

For your information, the appropriate process is for the instructor to accommodate the student's religious needs. The nature of the accommodation is up to the instructor as long as it is reasonable. Some possible options include, if it's just a matter of missing class, the student might get notes from another student or the instructor might share a PowerPoint if he/she is using one. If it's a test, the student might be given the option of taking it early or late, before or after the holiday absence. If an assignment is due while the student is absent, the student and instructor can discuss an appropriate date to turn it in. If it's a group project, the student might be permitted to tell her group what her limits are and try to make her contribution at an earlier or later time in the group work. There's no right or wrong way to accommodate; it just needs to work for both the student and the instructor. But it is important to make these accommodations. Not excusing the absences and not making accommodations such as these could be considered religious discrimination.

LOS ANGELES COMMUNITY COLLEGES  
OFFICE OF THE CHANCELLOR  
ADMINISTRATIVE REGULATIONS

INDEX NUMBER B-3

<b>REFERENCE:</b> Board Rule 2304, Article XII, 71201	<b>TOPIC:</b> Major Religious Holidays
<b>ISSUE DATE:</b> October 1, 1971	<b>INITIATED BY:</b> Business Services
<b>CHANGES:</b>	<b>DATE OF CHANGES:</b>

On major religious holidays |students shall not be required to register or attend classes.

#### SMOKING (CAMPUS) POLICY

Effective Monday, June 16, 2014, Los Angeles City College became a **SMOKE FREE ENVIRONMENT (INCLUDING NO VAPING)**. This has been approved by the Los Angeles City College Campus Council.



# OFFICE OF ACADEMIC AFFAIRS

## FALL 2018 NEWSLETTER

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### POLICIES AND PROCEDURES—LOS ANGELES CITY COLLEGE (CONTINUED)

#### STUDENT DISCIPLINE

The removal of students from a class by an instructor for disruptive behavior, cheating or any other violation of the District's Code of Conduct is frequently known as the "48 hours" suspension. District Board Rule 91101.11 (b) (5) authorizes an instructor to remove a student from the class for the day of the incident and the next class meeting.

If the behavior is not corrected or if a serious incident occurs which the instructor believes to warrant more than a 48-hour suspension, please contact your Department Chair and the Office of Student Services.

Students have due process rights in cases of more serious discipline policy violations that result in suspensions of 10 days or more that will afford them an opportunity for a disciplinary hearing. No hearings are required of shorter periods of suspensions, but students have the right to request a hearing.

Our recommendation to instructors anticipating student discipline problems is to promote a positive atmosphere in classes, remain consistent in policy and practice, to publish and distribute your policies and consequences each semester in your class syllabus, and to keep good notes. It is a good idea to discuss any problems with the student before the problem escalates.

It is most important to emphasize that the instructor cannot remove a student from the class without following proper procedures. Exclusion actions can be challenged by the grievance procedure if proper procedures and due process were not followed.

#### SUBSTITUTES IN CLASSROOMS

Except for special circumstances pre-approved by the Vice President of Academic Affairs, absent instructors will not be granted a substitute instructor for their missed classes until they have been absent more than 10% of the total meeting days of the class. For example, in a full-length 16-week primary term, a class taught two days per week would be granted a substitute after the third absence, and a class meeting only once a week would be granted a substitute after the first absence. Classes meeting four days a week would be granted a substitute after the sixth absence. Please contact your IDWG dean with any questions about this policy. In case of excessive absences requiring a substitute, all instructors should initiate the request for a substitute with their department chair who shall immediately notify the dean for confirmation of approval for the substitute. It is the department chair's responsibility to screen, approve, and assign substitute instructors within the parameters of this policy after receiving confirmation from the dean. Note: no substitutes are granted for classes designated as positive attendance hours.

#### SYLLABUS (MANAGING YOUR SYLLABUS)

Introduction—The ACCJC's comprehensive external evaluation visit in March 2016 resulted in a recommendation for compliance to "ensure that for every class section offered students receive a course syllabus that includes learning outcomes matching the institution's officially approved course outline of record." To address this recommendation, the Academic Senate approved on May 5, 2016 a course syllabus template that starting in Fall 2016 faculty will be required to include as an addendum to their syllabus. In July 2016, the Office of Institutional Effectiveness developed a mechanism to create an addendum for each course.

[CLICK HERE TO ACCESS ADDITIONAL SYLLABUS INFORMATION](#)





# OFFICE OF ACADEMIC AFFAIRS

## FALL 2018 NEWSLETTER

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### POLICIES AND PROCEDURES—LOS ANGELES CITY COLLEGE (CONTINUED)

#### TEST SCORING SERVICE

A Scantron scoring machine is available for use by faculty in the Copy Center (AD 312). Please contact the Copy Center at Ext. 2870 for additional locations of Scantron scoring machines throughout the campus.

#### TEXTBOOK SALE

Sale of textbooks by instructors in the classroom is prohibited. Pursuant to Government Code Section 1090 and Sections 59400-59408 of Title 5, the sale of textbooks by instructors is prohibited. Textbooks should be sold **ONLY** through the College Bookstore.



# OFFICE OF ACADEMIC AFFAIRS

## FALL 2018 NEWSLETTER

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### PROFESSIONAL DEVELOPMENT (FLEX) OBLIGATION

The Flexible Calendar (Flex) program consists of staff development activities “in-lieu-of” regular instruction. Flex activities (CCR, title 5, division 6, chapter 6, subchapter 8, article 2, section 55724, item a-4) can be, but are not limited to, training programs, group retreats, field experiences, and workshops in activities such as course and program development and revision, staff development activities, development of new instructional materials and other instruction-related activities.

The purpose of the flex program is to provide time for faculty to participate in development activities that are related to “staff, student, and instructional improvement” (title 5, section 55720).

The flex program allows faculty (full-time, part-time, instructional and non-instructional) and other college personnel the time to work individually or with groups to achieve improvement in three distinct areas:

- Staff improvement
- Student improvement
- Instructional improvement

The rationale for the flex program is that in a traditional 16-week semester, faculty members do not have time to devote to improvement activities. The flexible calendar provides methods for getting faculty together to deal with major issues, and recognizes the professional nature of instruction by giving individual faculty members time to focus on the three areas in addition to providing day-to-day classroom instruction. Flex activities must be connected to the improvement of performance in the workplace, and should be reviewed and evaluated as being in accordance with the mission and objectives of the institution.

The LACCD & AFT contract states that “employment at LACC brings with it an obligation that faculty will take on an appropriate share of professional responsibilities.” (Appendix Q.) One of these professional responsibilities is fulfilling the flex obligation. At LACCD the flex obligation is:

- For full-time faculty: 33.5 hours per academic year
- For adjunct faculty with adjunct teaching assignments (temporary adjuncts and full-time faculty with additional assignments) equals half the sum of the standard hours value of the fall assignment and the standard hours value of the spring assignment

Flex is required for nontraditional instruction such as PACE, TBA, DL, Dual Enrollment and noncredit, and regardless of whether the class is full semester or short term. For non-classroom faculty, required hours can be fulfilled by either working or participating in flex activities. The contract specifies the number of professional development days in the academic calendar. It allows faculty to bank any or all of the flex days except the mandatory on campus days. Although not required to attend the on-campus opening day meeting, adjunct faculty participation at that meeting qualifies toward their flex obligation.

The deadlines for fall 2018 and spring 2019 Flex are:

- Deadline for all Fall Adjunct Faculty is December 14, 2018
- Deadline for All Full-time faculty is June 7, 2019
- Deadline for all Spring Adjunct faculty is June 7, 2019

All Flex Reporting forms can be found on the Staff and Organizational Development website at—

<http://effectiveness.lacitycollege.edu/cc/SPC/sod/Documents/Forms/FlxRepInfo.aspx>

**LATE REPORTS WILL NOT BE ACCEPTED**



# OFFICE OF ACADEMIC AFFAIRS

## FALL 2018 NEWSLETTER

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### STUDENT LEARNING OUTCOMES ASSESSMENT

LACC is committed to ongoing outcomes assessment for continuous improvement of student learning and teaching strategies. The college relies on both full-time and adjunct faculty to participate in the SLO cycle by including the officially approved course SLOs on course syllabi, by conducting SLO assessments in their assigned classes and by using the results to make appropriate changes in instruction to improve student learning. Data and results of assessments and modifications serve as evidence of fulfilling this professional responsibility. For more information on faculty SLO responsibilities, view the Contract Interpretation document at

<http://effectiveness.lacitycollege.edu/senate/eppic/outcomes/Shared%20Documents/Forms/aaresources.aspx>

The Office of SLO Assessment provides consultation, resources, and training on outcomes assessment. Numerous resources on how to write SLOs, create rubrics, and assessment deadlines can be found at the SLO website—

<http://effectiveness.lacitycollege.edu/senate/eppic/outcomes/Shared%20Documents/Forms/CSLORes.aspx>

Information on fall 2018 workshops will be emailed to all faculty throughout the semester.

Contact Christine Tinberg, the Campus SLO Coordinator, for assistance. She is located in AD 315, at x1069, via email at [tinbercm@lacitycollege.edu](mailto:tinbercm@lacitycollege.edu).

