

First Friday Focus: Notes and News for Faculty

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A Note from Natalie:

Dear LMC Faculty,

Welcome to the 2020/2021 academic year. I know the past months have been challenging on many levels. Many of you are balancing work, families, and commitments in an ever-changing environment. We hear from students, staff and faculty how difficult working remotely can be, but we also hear great success stories of people learning new tools and connecting with students in new ways. This work has its challenges, but it also has great rewards. Please continue to take on the challenges and be change agents in the lives of your students. The students, and all of us, will be better for it. I wish all of you an amazing 2020/2021 academic year.

Sincerely,

Natalie Hannum
Vice President of Instruction

Supplemental Instruction

CARES Act funds have been made available to provide supplemental instruction during the COVID-19 pandemic to provide additional instruction and support services for students. We understand that online teaching and learning can be challenging, and these resources are being made available to ensure student success and support faculty. From United Faculty:

Deans will work with ESL, ENGL, MATH, Sciences, and other departments to determine if instructors have interest in working with part-time faculty in the role of supplemental instructors to support learning in the online environment. PSI would be compensated with OAS.

The process and forms for requesting part-time faculty for supplemental instruction are on the Office of Instruction website and consist of:

- Filling out a request for supplemental instruction that includes the course title, section number(s), recommended instructor(s) that will provide the supplemental instruction, and the number of hours that are being requested.
- Request is reviewed by the supervising dean for approval.
- Approved projects will require the part-time faculty member performing supplemental instruction to complete a time and effort form for hours worked, which will accompany their Other Academic Services (OAS) timecard.

Forms and instructions for participating in supplemental instruction can be found [here](#).

Welcome New Faculty!

Please welcome new full-time tenure track faculty to LMC:

- Candice Mayo – English
- Randi Osburn – Child Development
- Von Wolf – Mathematics

“I am not a teacher, but an awakener.”

- Robert Frost

LOS MEDANOS COLLEGE

Instructional Team:

Natalie Hannum
Vice President of Instruction

Nikki Moultrie
Dean of CE & Social Sciences

Ryan Pedersen
Dean of Math and Science

Eileen Valenzuela
Office of Instruction Supervisor

Irene Sukhu
Administrative Assistant II

Leetha Robertson
Senior Administrative
Assistant

Grace Villegas
Scheduler & Curriculum
Specialist

Sondra West
Senior Administrative
Assistant

Additional Dean Support for
2020:

Dave Belman
Dean of Student Success

Chialin Hsieh
Dean of Planning &
Institutional Effectiveness

Sabrina Kwist
Dean of Equity & Inclusion

COVID-19 Return to Work

As with most things these days, there are safety protocols everywhere designed to keep us safe and LMC/4CD is no different. The District Risk Management team issued the 4CD COVID-19 Return to Work Plan to all employees on 8/15/20. The document provides guidelines for all faculty and staff on safe working conditions, the process for reporting exposures, and return to work guidelines for employees and students.

Please familiarize yourself with the return to work plan, and where appropriate, share details with your students, especially if you have courses that have

some level of in-person meetings that might require COVID-19 testing or quarantine prior to returning to in-person sessions.

<http://www.4cd.edu/covid19/return/4CD%20Return%20to%20Worksite%>

Office of Instruction- Processes & Practice

The Office of Instruction team has adopted the 3E's:

- Effective
- Efficient
- Excellent!

Just like converting courses to online, the Office of Instruction, along with other departments, has had to adapt new processes and practices for working remotely. In doing so, we discovered a lot of time and cost saving processes that we can employ to make the Ool more effective, efficient and excellent. We are dedicating this time to evaluate our processes and practices to ensure we are operating optimally. This includes the creation and implementation of dynamic forms, and centralizing email delivery to a common email location. Please visit the Office of Instruction Website for access to dynamic forms, and when emailing documents, please email to: Officeofinstruction@losmedanos.edu. The Ool team is checking and distributing documents to your deans daily for signature and distribution. Handling email is one of the key areas where we are seeking more efficiency.

Accreditation

<https://www.losmedanos.edu/accreditation/LosMedanosCollegeInstitutionalSelf-EvaluationReport2020.pdf>

Our Accreditation site visit is a virtual visit and will occur October 5-8, 2020. We're asking all faculty and staff to be familiar with the Institutional Self-Evaluation Report (ISER) and be prepared to meet visiting team members should they request a visit with you.

Notes & Happenings

- **Technology Requests:** Technology requests placed in July have been ordered and will be distributed upon receipt. If faculty need technology resources that were not included in the July order, please go through InSite and use the SysAid/Helpdesk tab to make your requests.
- **Classified Professionals Work Week:** Classified Professionals have negotiated the option to extend their 4/10 schedule through the fall semester.
- **Online Teaching and Learning (Distance Education) Support:**
 - Arpill Nogarr, DE Coordinator
 - anogarr@losmedanos.edu
 - Josh Bearden, DE Chair
 - jbearden@losmedanos.edu
 - Courtney Diputado, Technology and Training Development Coordinator
 - cdiputado@losmedanos.edu
- **New Faculty Hiring (Box 2a):** New faculty hiring (Box 2a) applications will be out by September 7, 2020. It will follow a similar process as last year whereby there will be two phases. Phase I is submitted for initial review and provides general justification for the request. If approved by the selection committee and the college president, then Phase II would be initiated and include the selection committee, interview questions, recruitment schedule and other details. Full instructions and timeline will be issued with the application.

Part-time Faculty Office Hours

As a reminder and as outlined in the United Faculty Contract Section 7.8.4, office hours are compensated based on your instructional load as follows:

- 20% - 39.99% load – ½ hour per week
- 40% - 59.99% load – 1 hour per week
- 60% or more load – 1.5 hours per week

Please note: If you choose to offer more office hours than those for which you are eligible, compensation will only be paid at your allowable contractual limit.

Key Dates to Remember & Share

- September 4 12:00am - Last day to drop full-term classes with full refund or credit
- September 5 & 6 - No Saturday or Sunday Classes
- September 7 - Labor Day/College Holiday
- September 7 12:00am - Last day to add full-term classes - ONLINE ONLY
- September 7 12:00am - Last day to drop full-term classes without a "W" - WEB ONLY
- September 8 12:00am - Census Date
- September 25 12:00am - Last day to request Pass/No Pass
- September 25 - Native American Day/College Holiday

“Education is the most powerful weapon which you can use to change the world.”

- Nelson Mandela