
LOS MEDANOS
COLLEGE

Faculty Handbook
2013-2014

Table of Contents

General Information

Office of Instruction	2
Reporting Your Absence From Class.....	2
Substitute Arrangements	3
Daily Class cancellations	3
Field Trips	3
Temporary Classroom Relocation	3
College Mail	3
Telephone Service.....	4
Log-on Access, Email, Voicemail, Mailboxes.....	4
Your Resources For Information And Assistance	4
Your Faculty Associations.....	4
Turning in Your Load Sheet and Schedule/Office Hours ...	5

Your Class

Class Rosters	7
Rights of Instructors	7
Class Cancellation Due to Low Enrollment	8
Responsibility for Student Registration In Your Class	8
Dropping Students Who Miss The First Class Meeting.....	8
Dropping Students With Excessive Absences	9
Grading	10
Final Grades	10
Incomplete Grades	10
Grade Changes	11
Requesting A Change In Classroom Assignment.....	12
Expected Class Hours And Breaks.....	12
College Rules For The Classroom.....	12
Ordering Textbooks And Desk Copies.....	12
Requesting Supplies.....	12
Course Syllabus – First Day Handout.....	12
Photocopying/Printing Of Classroom Materials.....	16
Handling Classroom Disruptions.....	17
Academic Freedom.....	17
Academic Balance	17

Your Employment with the CCCC

Hiring Process	18
Updating Employment Records	18
Tuberculosis Examination.....	18
Hepatitis B Vaccines	18
Evaluation Policy For Part-time Instructors	18
Our Flex Program	18
Payroll Warrants	19
Step Advancement: Credit For In- Or Out-Of-District Service.....	19
Salary Reclassification: Credit For Additional Education	19
Leave Entitlement	19
Emergency Procedures	20
Safety	20
Injuries/Accidents.....	20
Evening Escorts.....	21
Parking	21
Custodial Services	21

Teaching Resources

Tutoring For Your Students.....	22
Library Resources.....	22
Media Services	22

Appendix

Instruction Method Type vs. Load Value.....	23
Non-Instructional Method Type vs. Load Value	24
Quick Reference Telephone Directory.....	27
Voice Mail Instructions.....	28
Web Advisor Instructions	30

General Information

Office of Instruction

The Office of Instruction provides academic management and support for all instructional programs, including program development and review, comprehensive course offerings, program staffing, and management, in order to facilitate student success. The office, located in CO-401 is open Monday - Friday, 7:30 am - 5:00 pm. The office may be open later hours by arrangement.

Office of Instruction:

Kevin Horan	Vice President of Instruction and Student Services	x3116
Natalie Hannum	Dean of CTE and Social Sciences	x3285
A'kilah Moore	Dean of Math and Sciences	x3132
Nancy Ybarra	Dean of Liberal Arts	x3436
Eileen Valenzuela	Office of Instruction Supervisor	x3201
David Wahl	Program Manager, Workforce Development Projects	x3214
Sandi Schmidt	Senior Administrative Assistant	x3272
Grace Villegas	Scheduling Specialist	x3101
Abbey Duldulao	Interim Administrative Assistant	x3105

The Office of Instruction has a web page on the college site:

<http://www.losmedanos.edu/intra-out/oi/>

The web page lists general information and electronic versions of most forms that you may need.

Reporting Your Absence from Class / Daily Class Cancellations

Please inform the college of your absence from class, lab and/or office hours, and the type of leave you are requesting prior to its occurrence.

It is your responsibility to call the Faculty Absence Reporting Line at 925-439-2181 voice mail extension 813 of an absence as early in the day as possible but at least one hour before class. If you are reporting your absence less than one hour prior to class, please call 925-439-2181 extension 3272 or extension 3105. If you have evening classes, please notify extension 813. Advanced notice of your absence helps the office notify students in a timely manner. Please indicate your name, date, the reason for your absence (personal necessity or illness – this is for reporting purposes), course number and section, class hours, classroom location and any message you have for your students.

LMC will officially cancel your class and notify students by posting the cancellation on the Daily Class Cancellation page (<http://www.losmedanos.edu/classcancel/>) and by posting a sign on your classroom door; the notice may include assignment information. For planned and/or advanced notice of an absence, please assist the office in emailing your students. We will provide class cancellations as they are submitted by the instructors so please instruct your students to check this site frequently.

The absence line is checked throughout the day, 7:30 am - 5:00 pm. While we will make every effort to keep this information up-to-date please understand that faculty need to report all absences in a timely manner so notices can be posted early enough to accommodate travel time for our students. Please do not wait to report your absence. Report your absence as early in the day as possible.

Substitute Arrangements

Given the new district/college budget model, LMC is now responsible for covering the cost of faculty substitutes. Considering the current fiscal realities, we need to control the amount we are spending on substitutes for faculty absences, while maintaining instructional integrity.

Typically we do not authorize substitutes for one class session that runs 50 or 75-80 minutes. For longer classes and multiple day absences, we will authorize a sub if there is time to arrange for someone who:

- has already been hired in the District;
- is qualified (in the legal sense – according to the Chancellor’s Office disciplines list, as stipulated on the course outline of record);
- has the necessary expertise and the time to adequately prepare to teach the section(s).

No matter what the circumstance, a dean or senior dean must authorize the substitute *before* the service occurs.

Field Trips

All field trips require prior college approval. A Field Trip form must be submitted to your dean at least one week prior to the field trip. The form is available on the Office of Instruction web page.

Temporary Classroom Relocation

You must notify the Office of Instruction in advance any time your class will not meet at its scheduled time or location. Please notify your dean if there are issues regarding the location of your class. Please do not unilaterally relocate your class meeting location without consulting your dean.

College Mail

Please contact Central Services for the location and combination lock number for your campus mailbox. Please check your mailbox regularly. Accumulation of mail in your box can lead to distribution of mail being ceased until the mailbox is cleaned out.

U.S. Mail must be placed in the designated box in Central Services by 9:15 a.m. to make that day’s mail.

District Mail must be placed in the designated box by 12:00 noon to make that day’s mail. District mail is used for communication with CCC, DVC, the District Office and the Brentwood Center.

Campus Mail is distributed throughout the morning and afternoon and should be placed in the designated box.

Special campus-wide employee distribution lists are available for materials requiring such distributions. The distribution slips available in Central Services. If you choose one of these distribution lists, the mailroom staff will distribute the materials for you.

Telephone Service

The switchboard is open from 7:30 a.m. to 8:00 p.m. Monday through Thursday, and from 7:30 a.m. to 5:00 p.m. Friday. An evening duty manager is available by phone from 5:45 p.m. to 10:00 p.m. Monday through Thursday. Between 8:00 p.m. and 10:00 p.m., the evening manager can be contacted through Police Services at x3228.

Log-on Access, Email, Voicemail, Mailboxes

All full-time faculty are provided log-on access, e-mail, voice mail and mailboxes automatically.

Part-time faculty are provided individual mailboxes. E-mail, log-on access (to access campus computers) and voice mail are optional but recommended. Accounts will be continued each semester unless you have a break in service or you request the accounts closed. Forms are on the office of instruction web page and are made available to you each semester. If you would like one or all of these communication media, please complete the form and submit to the Office of Instruction.

Every faculty member is responsible to check email and voicemail on a regular basis. If numerous messages accumulate, messages cannot be delivered to inboxes and voicemail boxes, which cause problems in the entire system.

Resources for Information and Assistance

Your primary resources for help are the faculty colleagues in your department. The Office of Instruction staff is also available to assist you during the day.

During the evening, LMC managers share the responsibilities of Evening Manager on a rotating basis till 10 p.m. Monday - Thursday. For information or assistance, dial 0 to contact the switchboard operator, located in the Central Services department. The Switchboard, Information Services and Police Services maintain the Evening Duty Manager schedule. The Switchboard and Information Services are open till 8:00 p.m. Monday – Thursday.

Your Faculty Associations

The LMC Academic Senate is an active district faculty association. It represents faculty interests in academic matters through shared governance. The United Faculty is the independent union which represents your interests regarding wages and working conditions and agreements with the Contra Costa Community College District. For this academic year, the United Faculty Vice President is Michael Zilber (ext. 3284). The Academic Senate President is TBD.

Turning in Your Load Sheet and Schedule/Office Hour Grid

Load Sheets (All Faculty)

Prior to each semester, the instructional assignment of the faculty must be correct, so that faculty are compensated correctly and on time.

Full-time Faculty

Load sheets are prepared at the end of each semester for the next semester. These sheets are kept in the Office of Instruction for faculty to review before leaving for the break. The load sheets should be checked carefully corrected, signed and dated before the end of the prior semester. After this, changes to the load can only be made if there are changes to the assignment such as a cancelled class or a change of instructors.

Typically, the top sheet is your “A” (regular) load. The second sheet is your “A” contract “cumulative load variance.” indicating if your “A” load assignment is over or under 100%. The third sheet is the “AC” assignment -- hourly overload; that is, classes that end after 4 p.m. or are scheduled on weekends (if any). The current United Faculty contract provides that “overload assignments will be limited to fifty percent (50%), which may be averaged over the two semesters of the academic year...”

For some faculty, only instructional loads may be included – some reassigned time loads and/or student services assignments may not be listed yet on the load sheet. If there is any missing reassigned time load, please note it clearly on the form. The load sheet will be corrected and reprinted for you to review again and sign.

Part-Time Faculty

Load sheets are sent to your campus mailbox within the first week of each semester. Faculty should check your load sheet carefully and make corrections, as needed. Sign and date each sheet at the bottom and return the forms to the Office of Instruction.

Office Hours and Schedule Grid for Full-time Faculty

Full-time faculty need to submit their Office Hours/Schedule grid at the start of the new semester. The information you need to report for your contractual faculty assignment is contained on your attached load sheet.

Receiving the required information at the start of the semester allows us to inform students of faculty availability and to code absences correctly. In addition, a copy of the grid should be posted in a conspicuous place on or near your office door for student use. The information will also be on file in the Office of Instruction, President’s Office, Information Center and at the Switchboard and posted on the Office of Instruction web page.

Specifically indicate the following on the grid:

1. All scheduled **course hours** (composition, lecture, lab, physical education), identified by course and section, e.g. ENGL 200-0125.
2. **Lab hours** – scheduled and by arrangement. Indicate specific days and hours during which you hold the hours by arrangement, tied to specific sections. Note that the UF Contract defines lab as the instructor “supervising students who are working on laboratory experiments and exercises” so the faculty member must be present in the lab during the entire stipulated time.

3. **Student services hours** (if any). Indicate the proper number of scheduled hours, based on contract provisions – i.e., a full counseling load is 27.5 hours per week, learning specialists and librarians are scheduled for 35 hours per week, etc.
4. **Office hours.** The UF contract requires five (5) hours per week for teaching faculty (proportional to the instructional assignment), no more than 1½ hours per day. Please be sure that your office hour schedule complies with this provision of the contract.
5. Some reassigned time assignments are included on your load sheet. Others, such as department chair time, not have been finalized. Note that per discussions with the UF you are not required to list the exact times of reassigned time activities on the grid. However, the contract stipulates that reassigned time percentages for coordination positions (i.e. program directors, grant activity directors, coordinators) are based on a 35-hour week and faculty should schedule their work time accordingly.

Note that the hours should not overlap, except in the case of approved “multiple” sections – e.g. lab and office hours cannot be held simultaneously.

Office Hours for Part-Time Faculty

Part-time faculty office hours are optional. Office hours are scheduled in proportion to the load being taught:

- For .2 to .399 load, ½ hour of compensated office hours
- For .4 to .599 load, 1 hour of compensated office hours
- For .6 load, 1½ hours of compensated office hours

The instructor is compensated according to the "Other Academic Services Salary Schedule." Office hours are paid over four (4) months, March – June for the Spring semester and October – January for the Fall semester. There are no compensated office hours during the Summer session.

To be compensated for your office hours, please complete the form (available on the Office of Instruction web page) prior to the start of each semester.

Your Class

Class Rosters

Your opening day roster is emailed from WebAdvisor at midnight the night before your class begins, providing you have a valid “edu” email on file. This roster will contain your class roster, your wait listed students and your late add codes. If you do not receive the roster, you may go into WebAdvisor and print out your roster, wait list roster and late add code roster.

Attendance Accounting

The method of attendance accounting varies according to the class meeting schedule. In general:

- Weekly census - semester-length classes with regularly scheduled hours;
- Daily census - short-term classes with regularly scheduled class meeting days; less than a semester in length with a minimum of five meeting days
- Positive attendance - short-term classes with lab hours by arrangement or other irregularly scheduled class meeting days.
- Weekly or daily census - online classes

Contact the Admissions & Records Office if there are any questions.

Roster Access / WebAdvisor Log-on

To access your class roster, log into InSite/WebAdvisor. Once in WebAdvisor, go to “Faculty”, and look for the option to view/print your class roster. To log into WebAdvisor, use the first letter of your first name, your (full) last name, and the last three digits of your Datatel ID number (all lower case and no spaces). If you don’t know your ID number, click on “User ID Help?”.

Rights of Instructors

LMC Instructors have the following rights (also printed on page 20 of the 13-14 college catalog):

1. The right to drop students who fail to attend the first meeting of any course.
2. The right to deny permission to use a tape recorder in class.
3. The right to send a withdrawal notice when students are absent during two consecutive weeks of lab or lecture or when students are tardy to the degree that classes and learning opportunities are disrupted.
4. The right to send a withdrawal notice at any point that the instructor concludes that absences have irretrievably affected a student’s progress in a course.
5. The right to remove a student from a single course session and one following for conduct disturbing to the class or the instructor.
6. The right to recommend suspension of a student.

Class Cancellation Due To Low Enrollment

The District usually requires a minimum enrollment of twenty (20) students in a class. A decision to cancel a class due to low enrollment will be made prior to the start of the semester. Up-to-date enrollment figures are available on WebAdvisor and through your dean. You will be informed as to whether the class will be officially cancelled as soon as possible.

A class may be allowed to continue with fewer than twenty (20) students only with approval of your dean. Issues with your load and/or schedule should be worked out with your dean.

Responsibility for Student Registration in Your Class

All students who are attending classes must be enrolled in order to attend. Only official enrollment produces funding (FTES) for the college. **Auditing of classes is not allowed.** Please make it clear that children/teens that are not enrolled are not allowed to attend classes or labs with their parent

Students **MUST BE** properly enrolled in your class in order to remain in the class. The student **MUST** be officially enrolled by the last day to add.

If students are attending your class and do not appear on your class roster, they should not be permitted to stay in class until they show proof of enrollment. This must be done by the end of the late registration period. The last date to add is printed on the upper left side of your class roster.

After the start of instruction, if your class has filled to the maximum enrollment, you may continue to allow additional students into the class through the late add process. If there is a **wait list** associated with your class, the first priority must go to students who are on the wait list. Other students may then be added on a space available basis.

For any student who is approved to add, you should give them a **late add code** (available on WebAdvisor) or you may sign an add card. Students should input the add codes on WebAdvisor to complete the enrollment process up through the posted last date to add. Approval based on instructor signatures will need to be processed in person at the Admissions & Records Office.

All late enrollments must be completed by the end of the late registration period. For semester-length classes, this will be within the first two weeks of the new semester. For short-term classes, refer to the dates that are printed near the top of your roster. After this time passes, the student must complete a **Late Add Petition** form, obtain your signature indicating the first date of attendance and take the form to A&R for approval by the Director. The student must complete the process to the Admissions & Records Office **within 5 business days past census**.

Dropping Students Who Miss the First Class Meeting

While it is the students' responsibility to drop their courses through WebAdvisor, instructors **MUST** drop students from their rosters if they are "no shows" or no longer in attendance.

Faculty should drop students on WebAdvisor. You may drop students beginning the first day of class through the last day to withdraw with a "W".

Log onto WebAdvisor, click on Faculty Menu, click on Faculty Drops, select your class, select the students you wish to drop, click submit. It's that easy. You will receive a confirmation page and a confirmation email. The students will receive an email to let them know they have been dropped by their instructor.

NOTE: If students owe fees the name will still appear on your list. please drop the student in the Admissions & Records office.

You will still receive a census roster from Admissions & Records. If you have missed any students when dropping students online, you may drop them on your census roster. Even if you are not dropping students, you must return your census roster with your signature to indicate the roster is correct.

We will not send out clean up rosters since you are able to drop students online at any time throughout the semester. Keep in mind that you will not be allowed to drop students past the last day to drop with a "W".

If you drop a student who later returns, you may reinstate the student if you feel it is appropriate. Reinstatement forms are available in the Admissions & Records Office. Reinstatement must be processed by the time grades are posted.

It is your responsibility to drop any students who are on your roster but do not show up on the first day of class. LMC has publicized that students who do not attend the first day of class may be dropped. If you have students who wish to add your class and replace "no show" students, you may do so. Census Rosters must be submitted to the Admissions & Records Office by the date indicated on the roster.

Dropping Students with Excessive Absences

You may drop students who have been absent from three consecutive weeks of instruction and/or if the absences have irretrievably affected the student's progress. Beyond this guide, you may use your own judgment of what is the best absence policy for your class. This policy should be part of your syllabus. If you drop students for excessive absence, then you must do so before the drop deadline. If you drop a student who later returns, you may reinstate the student. The forms are available in the Admissions & Records Office.

Notwithstanding the above, it is the student's responsibility to drop the class before the drop deadline, which is 75% of the course. If you do not drop a student, you must give them a grade at the end of the term.

Note that the college catalog stipulates that "grades should not be used as a punishment for absences."

Grading

LMC offers courses:

1. **Pass or No Pass grade** (P/NP);
2. **Standard letter grade** (A, B, C, D, F); and
3. **Student choice:** the student may choose to complete a course for either pass/no pass or a standard letter grade (SC).

Courses offered as pass/no pass only or those that allow the pass/no pass option (SC) are identified in the course description section of the College Catalog. Students must submit a petition to the Admissions & Records Office before the deadline in order to choose the P/NP option. **If you are unsure as to the grade type (letter grade, pass/no pass, or student choice) associated with your class, refer to the information printed on the upper left side of your section roster.**

***Note** that when a student has a choice as to the type of grade they receive (SC), you will still be awarding a letter grade when inputting final grades and the system will make the conversion to P/NP, as appropriate.

Please refer to our current college catalog (see “Standards of Scholarship”) for information on grading, transferability of college courses, probation information, etc.

Final Grades

After the drop deadline, all students on the final grade roster must receive a letter grade of A, B, C, D, F, P/NP. No student may be dropped on the final grade roster.

All instructors are expected to enter final grades and positive attendance hours (if applicable) online in WebAdvisor. Follow the link from WebAdvisor to faculty information to the Grading option. Final grade rosters do not have to be submitted to the Admissions & Records Office. **However**, if you have positive attendance, you **MUST** submit signed positive attendance rosters to the Admissions & Records Office.

Final grades must be posted in WebAdvisor no later than 3 working days after the end of the term.

Incomplete Grades

If the student contacted you regarding assigning an Incomplete, you may assign the grade of incomplete by utilizing the incomplete default grade (IB, IC, ID, IF or IN). This will convert the Incomplete grade to the default grade after one year or after the expiration date which is entered by you, if the student did not complete the work. If you do not enter an expiration date for the Incomplete, you will receive an error message.

You need to complete an Incomplete Form (available in Admissions & Records Office) and submit this to Admissions & Records Office with student signature. If the student is not available to sign, you may indicate the method of communication with the student, per email, per phone call, etc. The form must be signed by your Dean and the Director of Admissions and Records.

The student may not re-enroll in the course while the incomplete grade remains on the student record. Once the student completes the work for the Incomplete grade, you will need to submit a Grade Change Form (form can only be obtained from the Admissions & Records Office).

NOTE: Please remember that an incomplete grade should only be given because of an unforeseeable emergency at the end of the term and should not be given if the student is missing work.

Grade Changes

Board Policy 4005, adopted on April 30, 2008, states that the grade given each student shall be determined by the instructor. The instructor's determination is final in the absence of (1) mistake, (2) fraud, (3) bad faith, or (4) incompetency. (Education Code Sections 76224, 76232) If an instructor determines that a grade should be changed after it has been entered through WebAdvisor, the following procedure must be followed:

1. The Grade Change Form may only be obtained from the Admissions & Records Office, by the faculty member to ensure the integrity and security of the form. The forms will be available only from the A&R Office.
2. The instructor who initiates the grade change request must complete the Grade change Form, clearly stating the reason for the grade change, and signing it. Error on the part of the instructor is the only valid reason for a grade change. **The instructor cannot accept work late.**
3. The instructor must submit the signed form to the Instruction Office, for the Dean to review and sign.
4. The Dean must sign the Grade Change Form to acknowledge his/her review of the validity of the reason for the request and to ensure the form was submitted by a faculty member. The Dean will submit the Grade Change Form to the Director of Admissions & Records.
5. The Director of Admissions & Records must sign the Grade Change Form prior to authorizing a designated staff member to post the grade change.
6. After the grade change is posted to the student's permanent record, the instructor and the student will be sent copies of the form with the date the change was entered.

If an instructor does not enter grades through WebAdvisor by the College's end-of-term deadline, the affected students will have an RD posted on their academic record, which indicates "Report Delayed." Upon submission of the late grade roster, the instructor will be required to complete a Grade Change form for every student who received a RD on his/her grade record.

The grade change procedures enumerated above must be followed in such cases.

Requesting a Change in Classroom Assignment

Classroom assignments are made prior to the beginning of the semester. Requests for classroom changes should be made to your dean—please do not simply move to another room.

Expected Class Hours and Breaks

Class time is based on a fifty (50) minute hour and begins on the hour or half hour. Classes meeting for two consecutive hours or more may take a ten-minute break for each hour of instruction. Classes meeting for one and a half clock hours or less should not take a break. Arrangement of break time in classes of more than two hours is the prerogative of the instructor, as long as fifty minutes of instruction occurs for each scheduled class hour. Breaks for evening classes should be scheduled before the cafeteria closes.

Early dismissal of classes prevents students from obtaining their full learning experience. If you dismiss your class early, you should also report your leave from the class to your dean's office.

College Rules for the Classroom

Food and beverages are not allowed in labs and classrooms. Please help enforce these rules in order to maintain a clean and comfortable learning environment for everyone.

If you need to rearrange classroom desks, please return them to their original configuration at the end of the session.

Erasing the board is a courtesy for classes which follow. Please do not remove the dry erase markers from your classroom.

Ordering Textbooks and Desk Copies

Textbooks are stipulated in the official course outline. Work with your department chair on textbook issues. The Department Chairperson is your liaison with the College Bookstore.

Requesting Supplies

Supplies can be requested through your department.

Course Syllabus - First Day Handout

At the beginning of the term and for each course taught, all faculty are expected to submit an electronic copy of their course syllabus to the Office of Instruction.

Below is a suggested outline for content to include in a syllabus. The tone of the syllabus is important; it should be as student-friendly as possible. There are also many good reasons for a clear and comprehensive course syllabus, but a critical reason for this reminder is to include weighting in the grading criteria (and therefore prevent messy grade appeals). Another reason is to clearly state expected behavior by students and to indicate that this section of the syllabus may be considered the warning step in the procedure for dealing with student conduct. An electronic copy of your syllabus should be submitted to the office of instruction sschmidt@losmedanos.edu by the first day of your class meeting. **Please send your documents labeled as: your last name Class section (i.e. Smith Math-123-1234). If you want to include the semester or anything after that for your purposes that is fine, but please have this at the beginning of each document title.**

CONTENT AND FORMAT FOR COURSE SYLLABUS

Tone

- The tone should be respectful, encouraging, and welcoming to students
- Tone communicates a helpful, positive attitude
- Tone is motivational and nonthreatening

Communication of High Expectations

- All students are expected to succeed in the course
- Belief that all students are capable of obtaining their educational goal
- Descriptions that empower all students to believe they can meet and excel at the course goals and objectives
- All students are expected to actively participate in classroom discussions and rigorous learning activities
- All students and faculty are to be highly respectful of each other

Course Information

- Title and course number
- Department name
- Number of units
- Semester (fall, spring, or summer)
- Meeting time and location
- Materials fee (if applicable)

Instructor Information

- Name of instructor
- Office address and phone extension
- Email address
- Student hours (formerly office hours) – list all 5 weekly hours (some can be scheduled in the CORE)
- Preferred method of communication (phone versus email versus other)
- Daily Class Cancellation page: <http://www.losmedanos.edu/classcancel/>

Bibliography

- Required texts and articles
- Recommended texts and articles
- Readings (including optional) and other preparations for each class meeting
- Other course-related materials (if any)
- Where to locate or purchase texts and materials – availability in the library or the reserve section

Course Calendar or Schedule

- Sequence of course topics with tentative (or firm) dates
- Due dates for and nature of assignments, exams
- Calendar of class activities

Grading/Evaluation Methods

- Grading procedures for assignments and exams
- Procedure for determining final grade
- Components of final grade
- Weighting of components
- Attendance alone cannot be a factor in grading; however, if participation is included in grading, clearly explain how it will be assessed.
- Indicate if the course is ‘student choice’ with a brief explanation that it is irreversible.

Course Policies

- College-based policies (such as academic dishonesty, expected behavior, etc.) Legal opinion states that a failing grade can be assigned to a particular exam or assignment (not the course) in the case of academic dishonesty. The Student Code of Conduct that defines misconduct and describes disciplinary procedures is on the college website at: <http://www.losmedanos.edu/studentcodeofconduct/>
- Departmental policies
- Course-specific policies (such as attendance, dropping the class, missed exams, makeup work, collaborative work, use of technology, electronic/social media, etc.)
- Statement on ADA accommodations: *Students with documented learning and/or physical disabilities may receive reasonable classroom and/or testing accommodations. Please make these arrangements with the instructor at the beginning of the semester or as soon as possible after documentation has been determined. Last minute requests may not be determined to be “reasonable.”*
- If you need additional information on ADA issues, please contact DSPS department at ext. 3353.
- All students must be enrolled – the college does not permit sitting in or auditing. All students must enroll prior to the deadline for late enrollment

Classroom conduct and student expectations

- Regular and timely attendance
- No food or drinks in computer labs
- Children and non-enrolled persons are not allowed to ‘sit-in’ in the class
- Create a respectful learning environment for all students in the class

Consideration of Students’ Needs, Aspirations and Resources

- Development of students’ study skills and critical thinking abilities
- Location of additional resources: Labs, Center for Academic Support, tutoring, counseling, study skills courses, library, and other support services
- Description of how class and course objectives will prepare students for future courses and/or academic goals
- Transfer information as applicable. LMC’s Academic Senate has asked faculty to include detailed information on the transferability of courses (CSU/UC/IGETC, area/requirement fulfilled, etc.) Please encourage students to see a counselor to develop an educational plan and/or for detailed transfer information.
- Description of type of support students could receive in preparation for tests and papers

- **If the course has “Hours by Arrangement” the syllabus must include the specific times and instructional activities. Participation is mandatory and must be factored into the grade**
- Provide students the link to the class cancellation notice on main LMC webpage. Here is the link: <http://www.losmedanos.edu/classcancel/>

Introduction to the Course

- Overview of course material
- Connection to overall program. Transfer information.

Course/Instructor Philosophy

- Philosophy on teaching and learning
- Conceptual structure used to organize the course and why it is organized that way

Prerequisites

- What classes they should already have had or what they should know to succeed
- What they should do if they don't meet the prerequisites

Student Learning Outcomes

- What knowledge students should demonstrate at the end of the course
- What skills students should demonstrate at the end of the course
- The outcomes will be assessed (evaluated) by the instructor in order to improve the teaching/learning process

Teaching and Learning Strategies

- Format of class
- Required activities: wide-variety of instructional techniques and resources
- Recommended activities; expectation of active participation by all students
- Suggested learning strategies

Connection to Student's Cultural and Historical Backgrounds

- Statement on the valuing of diversity
- Choose texts and materials that reflect a variety of cultural experiences
- Relevance of course to student's socio-cultural realities

Once you have written the syllabus, share it with others for feedback as to its clarity, completeness, and tone.

Once class begins, how do you best use your new syllabus?

While there is no one particular rule to follow, there are a few suggestions that have been collected from instructors who use syllabi successfully.

- *Hand out the syllabus on the first day of class.* When you do this you set the tone for the course. The syllabus lets students know you have completed your preparation and intend to present an organized course.
- *Review and discuss the syllabus with your students.* Be prepared to answer questions about your testing and grading policies, and other matters of

concern to students. Discussions on topics such as classroom behavior may be valuable.

- *Duplicate more copies than you have students.* Be prepared to replace lost syllabi, and have copies made for students enrolling late.
- *Put a copy of the syllabus on the course website.* Take advantage of the web and provide hyperlinks to resources to which the syllabus refers. Send an electronic copy to the office of Instruction.
- *Print the syllabus in bright, colored paper.* Students will be able to find it easily during the semester.

Photocopying/Printing of Classroom Materials

Photocopying services are available in the Central Services Copy Center, which is located in Room CC1-119. Order forms for photocopying/printing jobs are located on the counter outside the Copy Center. Immediate service copies (“while you wait”) may be made from 7:30 a.m. to 7:30 p.m., Monday through Thursday and from 7:30 a.m. to 3:00 p.m. on Friday. 500 sheets is a maximum copy guideline for those that are expecting immediate jobs to be finished in less than one hour of time.

The cost to your department for immediate walk-up service is \$.0125 per copy. There is also 48 hour service which costs your department only \$.0025 per copy. Requests that have 48 hours check-marked should have a due date that allows two full work days to complete. Exams are automatically completed on a 48-hour basis, unless requested otherwise. Please help us contain costs by only reproducing materials which are absolutely necessary. Many departments overspend their photocopy budget every year. Please secure Department Chair approval for significant copying or printing jobs. Refer to the Printing and Photocopying guidelines available at the Copy Center for specific information regarding services and turnaround times.

During the same hours of operation, Print Shop services are also available for printing and copy work, and can accommodate more complex orders such as: booklets, readers, padding and cutting jobs, NCR jobs, and special paper and stationary requests. All Printing/Materials requests require a minimum of 72 hours (3 days) to complete. The cost is dependent on the due date and complexity of the request. A notification slip regarding completion of your job/s will be placed in your mailbox for pickup in the Copy Center when the job exceeds your mailbox capacity.

Exams are not placed in your mailbox due to security reasons. You will always get a notification of completion to pick up Exams in Central Services unless requested otherwise. Please allow extra time for the processing of your materials during the first few weeks of each semester and the final few weeks.

Remember that instructional packets of considerable length should be considered for sale through the Bookstore, thus avoiding a charge to your department’s budget. Please call the Print Shop for further details. Central Services cannot reproduce copyrighted material without official copyright clearance.

You can contact the Print Shop with any questions on costs or turnaround times of special requests at x3362.

Handling Classroom Disruptions

If a student is disrupting a class, you may have him or her removed and may suspend that student from the next class meeting. Please inform your Dean as soon as possible. Your Dean will be able to assist you with resources in handling disturbances. You may also contact Police Services regarding this or other disturbances.

The college website contains information about our “Student Code of Conduct” for your reference. (<http://www.losmedanos.edu/student-services/PDFs/studentCC.PDF>) The Deans serve as resources for dealing with classroom behavior issues.

Academic Freedom

The Governing Board has affirmed “its belief in the academic freedom of faculty, management and students to teach, conduct research, write and challenge viewpoints without undue restriction.”

The policy also states that “faculty are citizens, members of a learned profession and representatives of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning with institutional affiliations, they should remember that the public may judge their profession and institution by their statements. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinion of others, and make every effort to indicate that they are not expressing their institution’s views.”

Academic Balance

The college follows the Accrediting Commission for Community and Junior Colleges standards of good practice. One standard requires employees to “distinguish between personal conviction and proven conclusion and (to) present relevant data fairly and objectively.”

Furthermore, evaluation criteria require faculty to present controversial material “in a balanced manner acknowledging contrary views” and to recognize the right of students “to have points of view different from the instructor’s.”

Your Employment in the Contra Costa Community College District

Hiring Process

Being hired as a part-time faculty is a two-step process. First you document how you meet the minimum qualifications for the discipline in which you will work. Second, you have 60 days from your first day of employment to provide all your education and relevant work experience to be salary placed. If you do not provide the latter by the first payroll period, you will be paid at the lowest salary placement of \$53.59 per hour for teaching. You will then be paid retroactively to the first day of instruction when you have submitted all your experience and education within those 60 days. You may contact Kathy Griffin, College Human Resources Assistant on your hiring process, and any subsequent questions, extension 3108.

Updating Employment Records

All change of address, telephone number, or emergency contact can be made through WebAdvisor. You should make changes promptly as this can affect the timely routing of vital District notices and pay warrants. Tax withholding changes may be made through campus Human Resources

Tuberculosis Examination

Employees are required to obtain a tuberculosis exam every four years and submit the original exam results to the LMC Human Resources Office. The employee pays the cost of the initial exam upon employment. Subsequent exams are available at no cost to the employee at a local facility. If your TB clearance is about to expire, a notice will be printed on your check stub. Please contact the LMC Human Resources Office at extension 3108 if you need additional information.

Hepatitis B Vaccines

For certain instructional areas, Hepatitis B vaccines are available free of charge to part-time instructors. Please contact the LMC Human Resources Office at extension 3108 if you need additional information.

Evaluation Policy for Part-time Instructors

All faculty are evaluated on a regular basis. Part-time faculty will be evaluated the 1st, 4th, and 7th semester. After completing the 7th semester they will be evaluated every 6 semesters.

Our Flex Program

Prior to each semester, there is a "FLEX obligation" for all faculty teaching semester-length classes.

Faculty have the option to participate in any FLEX professional development activities: workshops, campus/district projects, division/department meetings or projects, and individual projects. The FLEX schedule and forms are available on the Flex Information page on the LMC Intranet <http://www.losmedanos.edu/flex/>. Enrollment for workshops is via online registration.

Payroll Warrants

The payroll cycle is monthly with payment on the 10th of the month for part-time faculty and at the end of the month for full-time faculty. You are given the option at time of hire to elect a check or direct deposit of your pay, and whether you would like to pick-up your warrant at the Business Office Payroll window, or have it mailed to you. Full semester classes are paid one-fifth every month for five months. Summer classes and short-term classes are also paid on the 10th of the month in equal payments over the duration of the class. If the 10th falls on a weekend, pay is available on the Friday before after 12:30 p.m.

Step Advancement: Credit for In- Or Out-Of District Service

When you have accumulated the equivalent of a year of full-time District service (1.0 for Spring and 1.0 for Fall = 2.0 FTE), you will automatically be included on a report from the District Office for the College HR Assistant to generate a Step advancement for you. The FTE for lecture is based on 270 hours per semester, 15 hours/week x the 18-week semester. Qualified District service excludes leave without pay and intermittent service as a substitute. Summers count for load beginning with SU06. The 2.0 FTE is calculated based on a summer, fall, and spring teaching sequence, such as SU08, FA08 and SP09. If you obtain a Step advancement at the conclusion of spring, your Step is effective August 1; if you obtain the Step at the conclusion of fall, your Step is effective January 1. Therefore, the raise is applied in the semester after attainment. If you teach in a college District other than ours, you must submit a verification of load to the College HR Assistant to have this load manually entered in our system. You may obtain the necessary form by calling x3108. This out-of-District teaching must be at the college level to qualify. In no way may you earn more than a 2.0 FTE from all sources during the same summer/fall/spring time period; if you do, the excess is deducted. Some Step advancements do not yield a new hourly rate as there are plateaus built into the salary schedule. All salary schedules may be found on the District website, www.4cd.edu, then Human Resources, then Salary Schedules.

Salary Reclassification: Credit for Additional Education

Following your first 60 days and the establishment of your final, original salary placement, you may request a Reclassification based on additional completed education at a later date. You must have official transcripts sent to the College HR Assistant for evaluation of the new education. After your final, original salary placement, at least 60% of this new education must be non-lower division, and 40% may be lower division, and you may not re-take the same courses within a 10-year period. If qualifying, your Reclassification is effective either August 1 or January 1 for part-time professors; and July 1 for full-time professors.

Leave Entitlement

Sick Leave

Part-time instructors earn one hour of sick leave for each nine hours taught. Sick leave accumulates from semester to semester and the balance is printed on your pay warrant. Each month, the balance reflects earnings and time taken through the previous month.

Personal Necessity Leave

Part-time Instructors shall be granted a maximum seven (7) days leave of absence in any school year without loss of pay in cases of personal necessity. Such leave shall be deducted from the employee's accumulated sick leave.

Personal necessity is the illness or death of a member of the immediate family (not covered by Family Leave or Bereavement Leave), an accident involving the member's person or property or the person or property of a member of the immediate family; appearance in court as a litigant or as a witness under official order; or, compelling personal business which cannot be conducted before or after the employee's regular assigned duty day.

Reasonable notice in advance is required, where possible. Pay will be rendered as long as you have available sick leave and have not exceeded the 7 day limit.

"Members of the immediate family," means the mother, father, grandmother, grandfather, grandchild, or domestic partner of the employee or spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister-in-law or sister of the employee or domestic partner, or any relative living in the immediate household of the employee.

There is no vacation leave for faculty.

Emergency Procedures

When a crime or accident occurs on campus, contact Police Services at extension 3228. If there is an emergency, dial extension 3333. These telephones are staffed from 7:00 a.m. to 10:30 p.m. weekdays. At all other times, dial 9-911 (from campus telephones) for emergencies and 646-2441 (Sheriff's dispatch) for non-emergencies.

Emergency Evacuation

Evacuation routes are posted in most classrooms.

Notification of an evacuation is the fire alarm. If there is another type of emergency situation that requires everyone to stay indoors, you will be notified by the public address system or by staff in your area.

Safety

The college is responsible for maintaining a safe environment and providing adequate supervision of students in potentially dangerous situations. All employees share in this responsibility. All injuries on campus must be promptly reported to Police Services, extension 3228.

Students should be carefully supervised in the use of laboratory and other equipment in order to promote safety, reduce damage, and to insure essential supplies and equipment are constantly available. Any equipment stolen or damaged and any safety hazards should be reported to the Office of Instruction and Police Services immediately.

Injuries/Accidents

Other than life threatening, any injury/accident should be reported as soon as possible to 1) your Dean and 2) to the Company Nurse at 1-888-375-9779. You will be asked for the Group Code, which is CCSIG. The District's Company Nurse Service will give you further guidance for treating your injury. Your Dean will complete a report filed with our Worker's Compensation Carrier.

Evening Escorts

Evening escorts are available upon request from Police Services, extension 3228, Monday through Thursday. These guides can provide assistance to individuals, students or faculty, who wish an escort from one location to another on campus. You may also contact the switchboard to make escort arrangements.

Parking

There is no charge for faculty parking permits. **All faculty are required to have a current parking permit and must park in faculty/staff parking spaces (yellow-lined).** Permits may be secured from Police Services Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. If you will need to obtain a parking permit after 4:30 p.m., please phone the Police Services office, extension 3228, between 8:00 a.m. and 4:30 p.m., Monday through Friday, to make arrangements to secure your permit. The permits must be renewed every year. Permits are valid through summer session. Permits are not required at the Brentwood Center.

Faculty who park in the student parking lots will receive a citation, even if the car has a valid faculty/staff permit.

Temporary parking permits are available from the Office of Instruction for guest speakers or class visitors.

Custodial Services

If you have any acute problems with cleanliness in your office or classroom space during the day, please contact the Buildings and Grounds Department at extension 3226.

For routine evening custodial services, dial extension 3107 (voice mail for the Custodial Hotline) and leave a detailed message. Your request should be completed that night by the custodial staff.

Teaching Resources

Center for Academic Support/Tutoring For Your Students

Tutoring services at LMC are coordinated by the department chairs. Contact the appropriate faculty member for more information about available services for your classes.

The Core: Center for Academic Support, located in the Core Building, level 3, is available to assist students in all disciplines with reading and writing assignments.

Library

The Library provides a full range of materials and services. Upon request, librarians will advise or assist in the preparation of study guides and bibliographies, give library orientations to classes, assist with computer database searches, and secure materials from other libraries, if available. Instructors are encouraged to request books to be ordered for the library collection. In addition, instructors are encouraged to request textbooks from publishers to be put on reserve for students. For additional information on the faculty resources that the library offers, please visit http://www.losmedanos.edu/LMC_library.

Information Technology & Services

The Los Medanos College Information Technology & Services department makes every effort to accommodate your audio-visual equipment and event setup requests with the limited equipment and personnel resources available. In order to fulfill your requests, please be sure to familiarize yourself with their policies and procedures.

AV EQUIPMENT:

- To schedule the delivery of AV equipment or checkout media (i.e., LCD projectors, slide projectors, flipcharts, digital recording devices, tape players, video cameras, etc.), please use <http://contracosta.sysaidit.com/Login.jsp> – do not drop-in, email, or telephone technicians directly. **24-hour advanced notice is required.** If it is an emergency, you may dial ext. 3767.

EVENT SETUP:

- Special AV setups and large events require **a minimum of one week advance notice** and a consultation meeting with IT&S staff. To request a special event setup, please use <http://contracosta.sysaidit.com/Login.jsp> – do not drop-in, email, or telephone technicians directly.
- Event setup is anything other than a normal daily delivery or equipment. Examples include: requests for multiple laptops or sound systems.

We want everyone to be able to use and enjoy LMC's audio-visual and technology resources. Following these policies will help ensure the department is able to accommodate your requests for service. For the full text of the Department's policies, procedure and guidelines please go to their webpage at: <http://www.losmedanos.edu/its/ITsupportserviceslist.asp>

APPENDIX

- Instruction Method Type vs. Load Value
- Non-Instructional Method Type vs. Load Value
- Quick Reference Telephone Directory
- Voice Mail Instructions
- Web Advisor Instructions
- Campus Maps (www.losmedanos.edu/maps/)

Instruction Method Type vs. Load Value – by hours

Total # of Hours	Instructional Method Type					
	ENGL COMP	LECLECAR	LAB/LABAR	ACT	CO-OP ED	IND STUDY
	12 hrs/wk	15 hrs/wk	20 hrs/wk	22 hrs/wk	675 hrs/sem	675 hrs/sem
9	1.82%	3.33%	2.50%	2.27%	1.33%	1.33%
18	8.33%	6.67%	5.00%	4.55%	2.67%	2.67%
27	12.50%	10.00%	7.50%	6.82%	4.00%	4.00%
36	16.67%	13.33%	10.00%	9.09%	5.33%	5.33%
45	20.83%	16.67%	12.50%	11.36%	6.67%	6.67%
54	25.00%	20.00%	15.00%	13.64%	8.00%	8.00%
63	29.17%	23.33%	17.50%	15.91%	9.33%	9.33%
72	33.33%	26.67%	20.00%	18.18%	10.67%	10.67%
81	37.50%	30.00%	22.50%	20.45%	12.00%	12.00%
90	41.67%	33.33%	25.00%	22.73%	13.33%	13.33%
99	45.83%	36.67%	27.50%	25.00%	14.67%	14.67%
108	50.00%	40.00%	30.00%	27.27%	16.00%	16.00%
117	54.17%	43.33%	32.50%	29.55%	17.33%	
126	58.33%	46.67%	35.00%	31.82%	18.67%	
135	62.50%	50.00%	37.50%	34.09%	20.00%	
144	66.67%	53.33%	40.00%	36.36%	21.33%	
153	70.83%	56.67%	42.50%	38.64%	22.67%	
162	75.00%	60.00%	45.00%	40.91%	24.00%	
171	79.17%	63.33%	47.50%	43.18%	25.33%	
180	83.33%	66.67%	50.00%	45.45%	26.67%	
189	87.50%	70.00%	52.50%	47.73%	28.00%	
198	91.67%	73.33%	55.00%	50.00%	29.33%	
207	95.83%	76.67%	57.50%	52.27%	30.67%	
216	100.00%	80.00%	60.00%	54.55%	32.00%	
225		83.33%	62.50%	56.82%		
234		86.67%	65.00%	59.09%		
243		90.00%	67.50%	61.36%		
252		93.33%	70.00%	63.64%		
261		96.67%	72.50%	65.91%		
270		100.00%	75.00%	68.18%		
279			77.50%	70.45%		
288			80.00%	72.73%		
297			82.50%	75.00%		
306			85.00%	77.27%		
315			87.50%	79.55%		
324			90.00%	81.82%		
333			92.50%	84.09%		
342			95.00%	86.36%		
351			97.50%	88.64%		
360			100.00%	90.91%		
369				93.18%		
378				95.45%		
387				97.73%		
396				100.00%		

Non-Instructional Method Type vs. Load Value – by hours

Total # of Hours	Non-Instructional Method Type			
	Counseling	Librarian	Other Reassigned Time	
	27.5 hrs/wk	40 hrs/wk	35 hrs/wk	40 hrs/wk
9	1.82%	1.25%	1.43%	1.25%
18	3.64%	2.50%	2.86%	2.50%
27	5.45%	3.75%	4.29%	3.75%
36	7.27%	5.00%	5.71%	5.00%
45	9.09%	6.25%	7.14%	6.25%
54	10.91%	7.50%	8.57%	7.50%
63	12.73%	8.75%	10.00%	8.75%
72	14.55%	10.00%	11.43%	10.00%
81	16.36%	11.25%	12.86%	11.25%
90	18.18%	12.50%	14.29%	12.50%
99	20.00%	13.75%	15.71%	13.75%
108	21.82%	15.00%	17.14%	15.00%
117	23.64%	16.25%	18.57%	16.25%
126	25.45%	17.50%	20.00%	17.50%
135	27.27%	18.75%	21.43%	18.75%
144	29.09%	20.00%	22.86%	20.00%
153	30.91%	21.25%	24.29%	21.25%
162	32.73%	22.50%	25.71%	22.50%
171	34.55%	23.75%	27.14%	23.75%
180	36.36%	25.00%	28.57%	25.00%
189	38.18%	26.25%	30.00%	26.25%
198	40.00%	27.50%	31.43%	27.50%
207	41.82%	28.75%	32.86%	28.75%
216	43.64%	30.00%	34.29%	30.00%
225	45.45%	31.25%	35.71%	31.25%
234	47.27%	32.50%	37.14%	32.50%
243	49.09%	33.75%	38.57%	33.75%
252	50.91%	35.00%	40.00%	35.00%
261	52.73%	36.25%	41.43%	36.25%
270	54.55%	37.50%	42.86%	37.50%
279	56.36%	38.75%	44.29%	38.75%
288	58.18%	40.00%	45.71%	40.00%
297	60.00%	41.25%	47.14%	41.25%
306	61.82%	42.50%	48.57%	42.50%
315	63.64%	43.75%	50.00%	43.75%
324	65.45%	45.00%	51.43%	45.00%
333	67.27%	46.25%	52.86%	46.25%
342	69.09%	47.50%	54.29%	47.50%
351	70.91%	48.75%	55.71%	48.75%
360	72.73%	50.00%	57.14%	50.00%
369	74.55%	51.25%	58.57%	51.25%
378	76.36%	52.50%	60.00%	52.50%
387	78.18%	53.75%	61.43%	53.75%
396	80.00%	55.00%	62.86%	55.00%

Continued on next page...

Non-Instructional Method Type vs. Load Value – by hours

(Continued from previous page)

Total # of Hours	Non-Instructional Method Type			
	Counseling	Librarian	Other Reassigned Time	
	27.5 hrs/wk	40 hrs/wk	35 hrs/wk	40 hrs/wk
405	81.82%	56.25%	64.29%	56.25%
414	83.64%	57.50%	65.71%	57.50%
423	85.45%	58.75%	67.14%	58.75%
432	87.27%	60.00%	68.57%	60.00%
441	89.09%	61.25%	70.00%	61.25%
450	90.91%	62.50%	71.43%	62.50%
459	92.73%	63.75%	72.86%	63.75%
468	94.55%	65.00%	74.29%	65.00%
477	96.36%	66.25%	75.71%	66.25%
486	98.18%	67.50%	77.14%	67.50%
495	100.00%	68.75%	78.57%	68.75%
504		70.00%	80.00%	70.00%
513		71.25%	81.43%	71.25%
522		72.50%	82.86%	72.50%
531		73.75%	84.29%	73.75%
540		75.00%	85.71%	75.00%
549		76.25%	87.14%	76.25%
558		77.50%	88.57%	77.50%
567		78.75%	90.00%	78.75%
576		80.00%	91.43%	80.00%
585		81.25%	92.86%	81.25%
594		82.50%	94.29%	82.50%
603		83.75%	95.71%	83.75%
612		85.00%	97.14%	85.00%
621		86.25%	98.57%	86.25%
630		87.50%	100.00%	87.50%
639		88.75%		88.75%
648		90.00%		90.00%
657		91.25%		91.25%
666		92.50%		92.50%
675		93.75%		93.75%
684		95.00%		95.00%
693		96.25%		96.25%
702		97.50%		97.50%
711		98.75%		98.75%
720		100.00%		100.00%

Quick Reference Telephone Directory

- LOS MEDANOS COLLEGE (925) 439-2181 (Pittsburg)
(925) 798-3500 (Concord)
- BRENTWOOD CENTER (925) 513-1625
- Absence Reporting Line x813
- Academic Senate x3144
- Admissions & Records Office x7500
- Bookstore x3316/3319
- Buildings and Grounds x3226/3225
- Business Office x3207
- Central Services x3262
- Custodial Hotline x3107
- Dean of CTE and Social Sciences x3285
- Dean of Liberal Arts x3436
- Dean of Math and Sciences x3132
- DSP&S x3133
- District Office (925) 229-1000
- Human Resources (Personnel) x3108
- Instructional Media Services x3454
- Office of Instruction x3272/x3105
- Payroll x3173
- Police: Business x3228
- Police: EMERGENCY x3333
- President's Office x3103
- Senior Dean of Student Services x3372
- United Faculty 680-7283
- Vice President's Office x3116

Voice Mail Instructions

Set up

- Press the voice mail key on your phone.
- Wait for voice mail greeting.
- Press #.
- Enter your voice mailbox number.
- On operator prompt, enter default security code number 2223.
- Enter your new security code and #.
- Re-enter your security code and press # again.
- Enter 9 twice to exit voice mail.

Retrieving Messages

- If you have messages, the red light will flash on your phone.
- To retrieve messages, press the voice mail key and #.
- You will be prompted to enter your mailbox number and security code.
- Press 5 to retrieve your first message. If you wish to save this message, press 7. To listen to the next message press 5. You must repeat this process for each message. When you have reached the end of your messages, voice mail will ask you if you wish to go to the first message again. To delete a message without listening to the entire message, press 3 and then press 5 to take you to the next message.
- Press 9 twice to exit your voice mail. Your messages will automatically be erased when you exit unless you pressed 7 to save them.

To Leave A Message

- Press the voice mail key followed by the extension number.
- If the person is in, he/she will answer.
- You will automatically be connected to voice mail if the person is on the phone. If he/she is out of the office, the phone will ring five times and then the voice mail prompt will direct you to leave a message.
- To directly link to voice mail, press the voice mail key on your phone, * and the extension.

To Retrieve Messages Off-Campus

- From the Concord area, dial 798-3500. From Pittsburg, dial 439-2181.
- Upon hearing the college greeting, press #.
- You will be prompted to enter your extension number and security code.
- Retrieve your messages as normal.

Personalize Your Message

- After entering your voice mailbox, press 4 and then 6 to record a personalized greeting. **Note: When you turn on a personalized message, all outside calls will be routed directly to your voice mail. *Your phone will no longer ring.***

Personal Distribution List

- After entering your voice mailbox, press 1 followed by 6. Press 6 again to establish a personal distribution list to send the same message to a group.

Messaging Options

- To forward an incoming message to another extension, press 1 and then 3 after you have listened to the message. The system will then prompt you to enter an extension.
- To immediately respond to a message, press 1 and then 7 after listening to the message. This only works if the sender was logged into his/her voice mailbox when the message was created.
- To immediately recall the sender of the message, press 1 and then 4 after listening to a message. This feature will work only if the message was sent by a sender who was logged in to his/her voice mailbox when the message was created.



Web Advisor

INSTRUCTIONS

You can use either Netscape Navigator or Internet Explorer.

- Go to the Los Medanos College web address at:
<http://www.losmedanos.edu>
- Click on the InSite WebAdvisor logo (left side of the home page)
- Click on “*Click here to use the InSite Portal and access WebAdvisor.*”
- Log-in and then click on “Faculty”

Click on “Help” for any particular menu selection.

Office of Instruction

Kevin Horan, Vice President of Instruction and Student Services
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A'kilah Moore, Dean of Math and Sciences
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