

# Office of Instruction Newsletter



NOVEMBER 2025



Dear LMC Community,

As we move into November, a month rich with reflection and gratitude, we pause to honor a few of the many holidays that bring our campus community together.

**Veteran’s Day** reminds us of the courage and sacrifice of those who have served, and we proudly salute our 250+ military veteran and military dependent students, faculty, and staff for their dedication both in service and education.

**Thanksgiving** offers us a moment to appreciate the connections we share and the progress we’ve made together this semester.

As author Melody Beattie wrote:  
“Gratitude unlocks the fullness of life. It turns what we have into enough, and more”.

May this season inspire continued collaboration, compassion, and celebration across our campus.

A handwritten signature in cursive script that reads "A'kilah".

In this newsletter  
you can expect:

- Enrollment Update
- Instructional Updates
- Announcements
- Connected on Campus

## INSTRUCTIONAL UPDATES

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### Enrollment Update:

| Fall 2025 Enrollment Report 11.10.2025 |             |             |             |             |             |                  |
|----------------------------------------|-------------|-------------|-------------|-------------|-------------|------------------|
| Prod Target                            | Prod Actual | FTEF Target | FTEF Actual | FTES Target | FTES Actual | % of FTES Target |
| 17.2                                   | 16.4        | 209         | 215.3       | 3586        | 3531.7      | 98.5%            |



### Credit for Prior Learning



Congratulations to the CPL Strike Team and especially to Rikki Hall and Imelda Lares for their work in helping LMC complete the Chancellor's Office Veteran's Sprint. We have uploaded all of our LMC's Veteran students' Joint Services Transcripts (JSTs) and received our gold star!

We would also like to thank Dr. Penny Wilkins for stepping into the role as CPL faculty lead. She will be working with departments to help us reach our goal of 15 new CPL courses.

**WE ARE TRANSITIONING FROM ELUMEN TO COURSE DOG.  
STAY TUNED FOR MORE DETAILS AND INFORMATION!**

### FACULTY EVALUATIONS

Thank you for your patience with the Fall 2025 Evaluation Process. We acknowledge it was rocky. We are working diligently to greatly improve this process. As we continue to seek ways to improve, we have created a secure SharePoint where evaluation documents will be uploaded and filed for packet submission. Evaluation chairs will receive a link by Friday, November 21st requesting completed files to be uploaded. Deadline for submission is **Friday, December 5th.**

If you would like your secured SharePoint link sooner, please send an email to [OfficeofInstruction@losmedanos.edu](mailto:OfficeofInstruction@losmedanos.edu)  
*Thank you to those who have already submitted your evaluations!*

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# Standardized Attendance Accounting Method

### Overview of the new Standardized Attendance Accounting Method (SAAM)

The Board of Governor's regulatory changes eliminate three of the attendance accounting methods (weekly census, daily census, and the alternative attendance accounting procedure for credit courses) and replace these with the new standardized attendance accounting method.

The new SAAM computes FTES based on the number of units of lecture, lab, and activity instruction as stated in the course outline of record.

$$\text{FTES} = \frac{\text{standardized total hours (not units)} \times \# \text{ of students enrolled at Census}}{525}$$

### Why this change?

The new method is designed to simplify and standardize how Full-Time Equivalent Student (FTES) is calculated across the system. Previously, multiple attendance accounting methods were used depending on course type—weekly census, daily census, positive attendance, etc.—which often created inconsistencies and complexity in reporting. Under the new system, all credit courses will follow one standardized approach, basing FTES calculations directly on the units of lecture, lab, and activity hours defined in the course outline of record. This change aims to ensure consistency, fairness, and transparency across all colleges.

### What this means for us

- Course structure and scheduling: Some courses may need adjustments to ensure that the hours of instruction match the new calculation model.
- Attendance and census procedures: Current practices around attendance tracking and census certification may evolve as the new system is implemented.
- Documentation and accountability: Clear and accurate representation of lecture, lab, and activity time will be even more important for funding and compliance.

### District Communication

(4CD) has begun communicating with all three colleges about the upcoming transition. District leadership will be working closely with college Instruction Offices, deans, and faculty leads to ensure shared understanding and coordinated implementation. The decision on implementation date must be decided as a district.

### Next Steps

We will begin hosting campus discussions to help faculty understand the change, explore its implications, and prepare for next steps. These discussions will be opportunities to learn, ask questions, share perspectives, and identify any instructional or scheduling considerations unique to our programs.

**Resources** - Here are links to some resources for you to read more about the new Standardized Attendance Accounting Method.

[9/24/24 Webinar](#)

[9/24/24 Memo](#)

[5/27/25 Updated Memo](#)

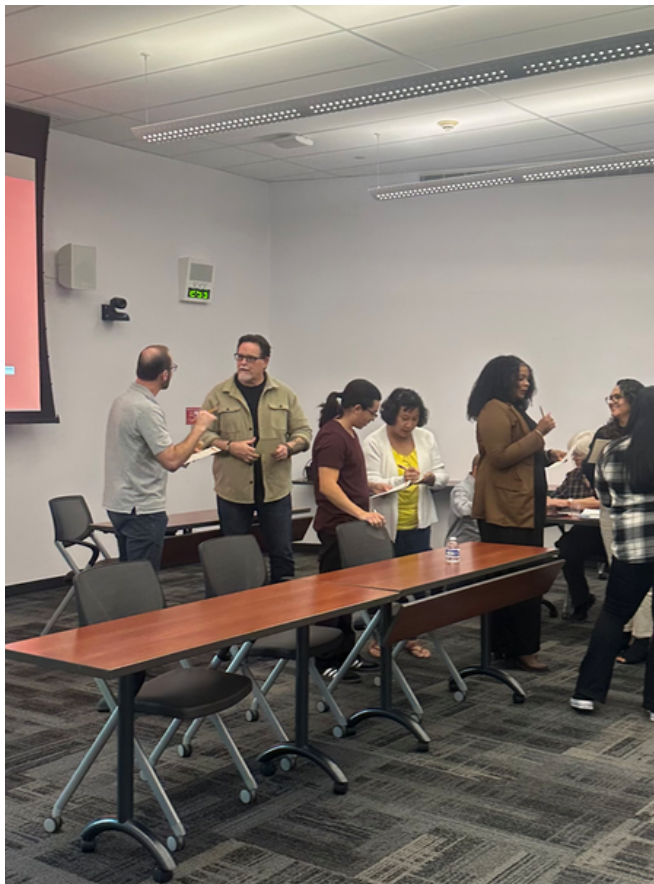
[FAQ](#)

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# Announcements

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## Adjunct Faculty PD Workshop Series



Academic Senate, Equity and OOI hosted our first Adjunct PD Workshop Series this semester. We want to acknowledge **ALL** of our adjunct participants! We would also like to give special recognition to the following adjunct that participated in all three workshops.

**Devon Derouen, Sandy Jones,  
and Irene Sukhu**

Thank you to all of the faculty and staff that presented/participated in the workshops:

Tess Caldwell, Sara Toruno-Conley, Courtney Diputado, Taylor Jackson, Carol Jensen, Haydee Lindgren, LaCole Martin, Tiffany Morgan, Nick Nabas, Jill Noel, Justin Nogarr, Ryan Pedersen, Ginny Richards, Star Louis Steers, Nicole Trager & Max Trujillo

Ooi Feedback Form



We want to hear from you!  
Please scan the QR code or copy and  
paste the link below  
<https://forms.office.com/r/PhzzCtRE9A>

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### **REMINDERS**

**BECOMING AN EFFECTIVE ONLINE  
INSTRUCTOR (BEOI)  
DECEMBER 15 - JANUARY 6  
REQUIRED FOR ALL ONLINE/HYBRID  
INSTUCTORS**

**SPRING 2026 MODULE ORDERS ARE  
DUE TO THE LMC PRINTSHOP BY 11/19.**

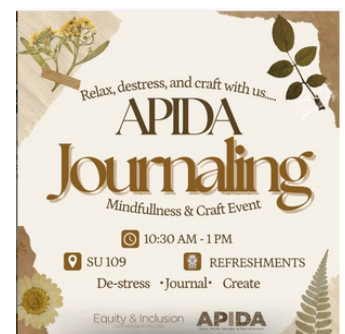
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*Thank you for reading!*

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Attend an event and come get a button!



LOS MEDANOS COLLEGE

**LMC Calendar of Events and Activities**  
<https://www.losmedanos.edu/calendar/index.aspx>