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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 SS4.447 is open Monday – Thursday, 7:30 am – 5:30pm; and 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  x37401
Natalie Hannum            Dean, Career Technical Education & Social Sciences  x37403
A’kilah Moore             Dean, Mathematics and Sciences  x37404
Nancy Ybarra              Dean, Liberal Arts  x37405
Eileen Valezuela          Office of Instruction Supervisor  x37406
Grace Villegas            Scheduling Specialist  x37407
Sandi Schmidt             Senior Administrative Assistant  x37408
Shandra West              Senior Administrative Assistant  x37409

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.

Faculty is responsible to call the Faculty Absence Reporting Line at 925-439-2181 voice mail extension 78189 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 37408 or extension 37409. Advanced notice of the 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 information will be used to report your absence); course number and section, class hours, classroom location and any message you have for your students.

The Office of Instruction will officially cancel the 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 the 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. The Office of Instruction will provide class cancellations as they are submitted by instructors, please instruct your students to check this site frequently. The absence line is checked throughout the day, 7:30 am - 5:30 pm. The Office of Instruction 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. Report your absence as early in the day as possible. Please do not wait to report your absence.

**Substitute Arrangements**

LMC is responsible for covering the cost of faculty substitutes. Considering the current fiscal realities, the college needs to control the amount spent on substitutes for faculty absences, while maintaining instructional integrity.

Typically the college does 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 substitute if there is time to arrange for one. The substitute should be one 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, an Instructional Dean or the Vice President must authorize the substitute before the service occurs. A time card will need to be promptly submitted to the Office of Instruction for the class being substituted.

**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. For out-of-state and out-of-country field trips, a Field Trip Student Release Form is required of each student.

**Temporary Classroom Relocation**

Notify the Office of Instruction in advance any time your class will not meet at its scheduled time or location. Contact 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.

**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. You can contact the switchboard by dialing “0” from campus phones, or by calling the main number 925-439-2181. 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 (925) 473-7332, from campus phones, dial extension 37332.

**Campus Mailboxes, Log-on Access, Email and Phone Numbers**

Faculty are provided log-on access, e-mail, phone numbers and campus mailboxes. Campus mailboxes are located in Central Services, CC1-119.

Visit 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 emptied.
E-mail, log-on access (to access campus computers) and voice mail are provided as well. For part time faculty, accounts will be continued each semester unless there is a break in service.

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.

**College Mail**
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.

**Resources for Information and Assistance**
Your primary resources for help are the faculty colleagues in your department. The Office of Instructional 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. The Switchboard, the Student Services Welcome Desk and Police Services maintain the Evening Duty Manager schedule. During the evening, the Switchboard and the Student Services Welcome Desk are open till 8:00 p.m., Monday through Thursday.

To contact the Evening Duty Manager for information or assistance:

**Before 8:00 p.m.**
Dial 0 to contact the Switchboard Operator, or
Dial ext. 37434 to contact the Student Services Information Center

**After 8:00 p.m.**
Dial ext. 37332 to contact Police Services

**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, working conditions and agreements with the Contra Costa Community College District. For this academic year, the United Faculty Vice President is Milton Clarke (ext. 37840). The Academic Senate President is Silvester Henderson (ext. 37806).

**Contract Load Reports, Notice of Assignments and Schedule/Office Hour Grid**
Prior to each semester, the instructional assignment of the faculty must be reviewed and accurate, so that faculty are compensated correctly and on time.

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

The top sheet reflects “A” (regular) load. The second sheet is “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 that have reassigned time loads and/or student services assignments may not be listed yet on the contract load report. If there is any missing reassigned time load, please note it clearly on the form. The contract load report will be corrected and reprinted for you to review again and sign.

Remember to sign and date each top sheet and return to the Office of Instruction promptly for proper recordkeeping and payment.

**Part-Time Faculty Notice of Assignments**

Part-time faculty are paid hourly for the number of hours their class meets per week per Article 20.3.5.2 of the United Faculty Bargaining Agreement. Notice of Assignment (NOA) sheets are sent to campus mailboxes within the first week of each semester. Part-time faculty should check their NOA sheets carefully to acknowledge their teaching assignment and make corrections, as needed. Sign and date each sheet at the bottom, keep a copy and return the original forms to the Office of Instruction promptly for proper recordkeeping and payment.

**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 to report your contractual faculty assignment is contained on your 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, 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 applicable). 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. The hours can be in-person and/or online hours.
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 and submit the form no later than the first week of the 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; can include lab hours by arrangement.
• 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, less than five days, 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 Colleague 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 (as stated in the 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 audio/video recorder in class.

3) The right to drop the student when he/she is 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 drop a student 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 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 into the class.

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 bring the completed form 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 who have stopped attending prior to census.

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 have a hold, you will be alerted that the drop was not successful. Please drop the student in the Admissions & Records Office.

You will still receive a paper census roster from Admissions & Records. The census roster will be delivered to your box on census day. 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. Please check your census rosters carefully for students who do not appear and who are attending. These are the students you must send to the Admissions & Records Office with a Late Add Petition. Students must be officially registered by five business days past census.

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. Reinstates forms are available in the Admissions & Records Office. Reinstates 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 memo.

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), a letter grade needs to be awarded 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/course.

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. You will sign for the form when you pick it up.
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. The instructor will receive an email when the grade has been changed.

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 “ReportDelayed.” 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.

**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 or IF). 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 Contract (available in Admissions & Records Office) and submit this to Admissions & Records Office with student signature or email from student. The contract must include the grade the student is receiving to date and the percentage of work completed. An explanation of the extenuating circumstances must also be listed. The student must request the incomplete and agree to the terms. The form must be signed by the Director of Admissions and Records and your Dean.

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. The 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.

**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 department chair and dean. You will need to check the Scheduling Book for available classrooms. Please do not simply move to another room. Campus maps are available at this link: [http://www.losmedanos.edu/maps/](http://www.losmedanos.edu/maps/)
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.losmedianos.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 CC3-821. Order forms for photocopying/printing jobs are located on the front counter of 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. When necessary, a self-service machine is also available for you to use a rate of $.02 per copy. All 48hr. copy requests 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 LMC manage reproduction costs by only duplicating materials which are absolutely necessary for student learning. 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, the Print Shop is also available for printing and copy work, and can accommodate more complex orders such as: booklets, readers, padding and cutting jobs, NCR jobs, special paper and stationary requests. All Print/Stock/Scan requests require a minimum of 72 hours (3 days) to complete. All costs are dependent on the due date and materials required for the job. A notification slip regarding completion of your job/s will be placed in your mailbox for pickup in the Copy Center or Print Shop. Exams are not placed in your mailbox due to security reasons. They are packaged and locked away in the evening. You will receive a notification of completion in your mailbox to pick up your Exam/s in Central Services unless requested otherwise.

Please allow extra time for the processing of your materials during the first few weeks and final few weeks of each semester. During the first week of instruction of each semester, there is no “immediate service” available. This is because the Copy Center must first fulfill the requests of a large volume of 48hr. and 72hr. outstanding jobs. Also, please allot an extra work day (24hrs.) of time to turn-around jobs that must be delivered to the Brentwood campus, throughout the semester.

Keep in mind, 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, turnaround times, or special requests at (925) 473-7354.

**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 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/studentservices/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 37345.

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. The form to have completed with the list of facilities is located on the P Drive, under the Forms folder. Please contact the LMC Human Resources Office at extension 37345 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.

Flex Program
LMC participates in the State Chancellor's Office Flexible Calendar program which is a part of the contractual agreement between the District and the United Faculty (see Article 10), designed to provide faculty with paid time to participate in professional learning activities. The specific dates for Mandatory (All College Day) and Optional Flex activities are agreed upon each year by the District in consultation with the United Faculty. Both Mandatory and Optional Flex occur just before the start of instruction in August (fall semester) and January (spring semester). Additionally, Variable Flex activities or Special Projects (for Flex credit) may be scheduled throughout the academic year with prior approval by the LPG or the appropriate dean, respectively.

Faculty members have a contractual obligation to complete their Flex hours, as they are hours which are paid to faculty as part of their teaching contract. The number of required hours is based upon faculty load and contract type (part-time/adjunct, full-time faculty, or first or second year faculty members). We are transitioning from the term “Flex week” to “Professional Learning (Flex) week” to broaden the purpose of the week's activities to include and welcome the engagement of the entire campus community of faculty and staff.

It should be noted that all full-time faculty must complete a Flex Faculty Agreement form for each Academic Year. (Adjuncts: Forms must be completed each semester.) Associated forms and
additional information can be found at: http://www.losmedanos.edu/Flex/ and the Flex Information Page for 2014-2015 is attached in the Appendix. You can also contact Mary Oleson at ext. 37316 (moleson@losmedanos.edu) with questions.

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 over the duration of the class for exact hours in the previous month. 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 x37345. 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, Human Resources, 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 37332. If there is an emergency, dial extension 37333. 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 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 student injuries on campus must be promptly reported to Police Services, extension 37332.

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 37332, 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 37332, 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. At this time, permits are not required at the Brentwood Center; however you must park legally and within the posted regulations of surrounding businesses.

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 and Buildings and Grounds
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 37376 or 37375.

For routine evening custodial services, dial extension 37393 (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.

D2L: Course Management System for Online Learning Environment
D2L is the district-wide course management system designed to create a rich online learning environment for students. It can be used for any course: face-to-face, hybrid or completely online. User accounts and classes are created automatically each semester and made available to instructors several weeks before the start of a semester. Your D2L course site enhances instruction with 24/7 access to course-related materials, electronic dropboxes for assignments, online quizzes, grades, and more.

Need D2L help or have questions about using instructional technologies? Contact Courtney Diputado, Technology Training & Development Coordinator, at 925-473-7712 or cdiputado@losmedanos.edu, or visit in person at L216. Phone and email support is available Monday-Friday, 8:30 a.m.-5:00 p.m. Services and support include, but are not limited to:

- One-on-one D2L training during drop-in hours and by appointment (Variable Flex credit available).
- D2L technical questions.
- Technology in face-to-face classes.
- Lecture capture and video captioning.
- Smart room orientations for new faculty and staff.
- Assistance in developing best practices for online or hybrid course pedagogy.
- General instructional technology hardware and software questions

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. In order to fulfill your requests, please be sure to familiarize yourself with their policies and procedures.
**Media: Event setup & equipment requests:**
All classroom equipment requests as well as special AV setups and large events require a **minimum of one week advance notice**. All special events require a consultation meeting with IT&S staff. To request classroom equipment or a special event setup, please enter a ticket at **Media Equipment Request Tool**. **One week advance notice is required.** If you need further assistance inputting your request, please review these Instructions: **Instructions for Media Equipment Request Tool** (http://www.losmedanos.edu/its/ITSupportserviceslist.asp has the links available).

**Equipment Repairs:**
For an equipment repairs please use https://contracosta.sysaidit.com/.

**Smart station keys:**
Podiums are to be locked at all times. To check out a key for the semester email Camme Benzler at cbenzler@losmedanos.edu. A key packet will be prepared and made ready for you to pick up at the service counter on the 2nd floor of the library. You must bring valid identification as well as read and sign the Key Acknowledgment form to receive your key.

We want everyone to be able to use and enjoy LMC’s audio-visual equipment 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

A. Instruction Method Type vs. Load Value
B. Non-Instructional Method Type vs. Load Value
C. 2015-2016 Academic Calendar
D. Instructional Personnel Listing
E. LMC Professional Learning (FLEX) Information
## Instruction Method Type vs. Load Value - by hours

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

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## Contra Costa CCD 2015-16 Academic/Classified Calendar

### JULY 2015
- **3** Independence Day Holiday (Observed)

### AUGUST 2015
- **12-13** Non-Instructional / Improvement Days (Optional)
- **14** Mandatory Faculty Svc Day
- **15-16** Fall S/S Classes Begin
- **17** Fall Classes Begin

### SEPTEMBER 2015
- **5-6** No S/S Classes
- **7** Labor Day Holiday
- **8** Census Date
- **25** Native American Day Holiday

### OCTOBER 2015
- **9** Veterans Day Holiday
- **26-27** Thanksgiving Day and Day After Holidays
- **28-29** No S/S Classes

### NOVEMBER 2015
- **12-13** Fall S/S Classes End
- **18** Fall Classes End
- **22-31** Winter Recess / Holidays

### DECEMBER 2015

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### JANUARY 2016
- **1** Winter Recess / Holidays
- **18** Dr. M.L. King, Jr. Day Holiday
- **19-20** Non-Instructional / Improvement Days (Optional)
- **21** Mandatory Faculty Svc Day
- **22** Spring Classes Begin
- **23-24** Spring S/S Classes Begin

### FEBRUARY 2016
- **8** Census Date
- **12** Lincoln Day Holiday
- **13-14** No S/S Classes
- **15** Washington Day Holiday

### MARCH 2016
- **21-27** Spring Recess

### APRIL 2016
- **21 - 22** Spring S/S Classes End
- **27** Spring Classes End
- **30** Memorial Day Holiday

### MAY 2016

### JUNE 2016
- **169**
- **4** Flex Days (Max 2 Variable)
- **175** Total Service Days
Faculty Absence Reporting Line:
(925) 439-2181 x78189
From Off Campus: (925) 47(5-digit ext.)

Natalie Hannum, Dean of Career Technical Education and Social Science x37403
FTES Partnerships (Sheriff’s Department)
Kathryn Nielsen, Director of Early Childhood Lab School x37628
David Wahl, Workforce Development Manager x37415
Melina Rodriguez, Administrative Secretary x37416
Tara Dale-Sanders, Comm. & Educ. Part. Liaison x37417
Business & Travel Betty Peirmann x37780
(Accounting, Management, Penny Wilkins x37781
Office Administration, Real Estate, Travel)
Child Development Erlinda Jones x37629
Computer Science Clayton Smith x37792
EMS, Fire Tech, Fire Academy German Sierra x37752
Social Sciences & Admin of Justice Shalini Lugani x37842
(Administration of Justice, Economics, History, Political Sciences)
Vocational Technical Len Price x37737
(Appliance, Automotive, HVAC, Welding)

Nancy Ybarra, Dean of Liberal Arts x37405
Art & Humanities Ken Alexander x37819
Behavioral Sciences Liana Padilla-Wilson x37850
(Anthropology, Psychology, Sociology)
Communications Cindy McGrath x37827
(Speech, Journalism)
Drama Nick Garcia x37801
English JoAnn Hobbs x37860
English as a Second Language Paula Gunder x37882
Music Kyle Chuh x37808
Philosophy Jennifer Saito x37601
Recording Arts Frank Dornite x37816
World Languages Laurie Juslin x37887

A’kilah Moore, Dean of Mathematics and Sciences x37404
Biological Sciences Durwynne Hsieh x37687
Sharon Wellbrook x37691
Industrial Technology William Cruz x33332
(PTEC, ETEC) Cecil Nasworthy x37727
Mathematics Tue Rust x37658
Non-Departmental Faculty Grp Matt Stricker x66912
Nursing, Director Sharon Goldfarb x37763
Nursing, Dept. Chair Joanne Bent x37759
Physical Education Colleen Ralston x37606
Physical Sciences Scott Cabral x37702
(Astronomy, Chemistry, Engineering, Physical Sciences, Physics)

Eileen Valenzuela, Office of Instruction Supervisor x37406
Sandi Schmidt, Senior Administrative Assistant x37408
Shondra West, Senior Administrative Assistant x37409
Grace Villegas, Scheduling Specialist x37407

Art/Drama/Journalism Eric Sanchez x37826
Center for Academic Support Sandra Mills x37591
English Tennille McEwen x37869
Honors Maureen Willhoite (Interim) x37599
Music Vacant x37805

Biology Lab Tomi Adams x37693
Chemistry Lab Jenifer Fay x37694
ETEC/PTEC Taruna Sharma x37700
Math Administrative Assistant Sebastian Enea x37728
Math Lab Julio Guerrero-Gonzalez (day) x37662
Allison Roeder (evening) x37662
Nursing Beth Robertson x37756
Julie O’Brien (a.m.) x37756
Physical Sciences Lab Steve Goldenberg x37699
Science Lab (Brentwood) Margaret Kenrick x66915
STEM/MESA Nicole Trager x37685
Margie Ahola (Interim) x37684
Ana Castro x37679

From InstrAreasListingFA15
Rev. 7/15/15
LMC Professional Learning (Flex) INFORMATION
FOR 2015-2016 (Updated 4-23-15)

What is Flex?

The Flexible Calendar (Flex) is part of the contractual agreement between the District and the United Faculty (see Article 10), designed to provide faculty with paid time to participate in professional learning activities. The specific dates for Mandatory and Optional Flex activities are agreed upon each year by the District in consultation with the United Faculty. Both Mandatory and Optional Flex occur just before the start of instruction in August (fall semester) and January (spring semester). Additionally, Variable Flex activities or Special Projects (for Flex credit) may be scheduled throughout the academic year with prior approval by the LPG or the appropriate dean, respectively.

Faculty members have a contractual obligation to complete their Flex hours, as they are hours which are paid to faculty as part of their teaching contract. The number of required hours is based upon faculty load and contract type (part-time [adjunct] faculty, full-time faculty, or first or second year faculty members). Per the contract, faculty members may earn a maximum of 8 Flex credit hours per day. Flex credit cannot be banked or "made up" from one academic year to the next for full-time faculty, or from one semester to the next for adjunct faculty. Adjunct faculty must earn Flex credit during the semester for which the credit is required. Workshop presenters earn double Flex credit.

We are transitioning from the term "Flex week" to "Professional Learning (Flex) week" to broaden the purpose of the week's activities to include and welcome an audience of the entire campus community of faculty and staff. Please note that all faculty must complete a Flex Faculty Agreement form for each Academic Year. Forms can be found at: http://www.losmedanos.edu/Flex/ and should be turned in to the Dean for approval by the end of the spring semester for full-time faculty and at the end of the semester in which Flex is owed for adjunct faculty.

How Many Flex Hours Are Required of "Me"?

Your Faculty Flex Obligations Are Outlined Below:

I. Full-Time Faculty obligation ("A" Contract only)
   • First Year Faculty = 50 hours
   • Second Year Faculty = 40 hours
   • Every Year Thereafter = 30 hours

II. Part-Time (C) and Full-Time Overload (AC) FLEX Obligation
   • Fall 2015 - Faculty who teach "AC" (overload classes) or "C" (adjunct/part-time) have Flex obligation for the number of hours taught on Saturday and Sunday. There is NO Flex obligation for instructional hours on Monday, Tuesday, Wednesday, Thursday or Friday for the fall, 2015 semester. One hour of Flex is owed for every hour of instruction in a week on obligatory days.
   • Spring 2016 – Faculty who teach "AC" (overload classes) or "C" (adjunct/part-time) have Flex obligation for the number of hours taught on Sunday, Monday, Tuesday, Wednesday, Thursday and Saturday. There is NO Flex obligation for instructional hours on Fridays for the spring, 2016 semester. One hour of Flex is owed for every hour of instruction in a week on obligatory days.

What are the Flex Activity Classifications?

MANDATORY FLEX: All full-time faculty are required to be on campus on Friday, August 14, 2015 and on Thursday, January 21, 2016 to attend All College Day activities and Department Meetings in the afternoon.

OPTIONAL FLEX: Faculty may select from a variety of scheduled activities on the following days:

<table>
<thead>
<tr>
<th>Fall 2015</th>
<th>Spring 2016</th>
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<tbody>
<tr>
<td>Tuesday, August 11 (Added Variable Day)</td>
<td>Tuesday, January 19, 2016(Optional Day)</td>
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<tr>
<td>Wednesday, August 12, 2015</td>
<td>Wednesday, January 20, 2016 (Optional Day)</td>
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<tr>
<td>Thursday, August 13, 2015 Focused Flex: Equity in Action: Strategies and Practices</td>
<td>Thursday, January 21, 2016 - Mandatory Faculty Service Day-All College Day/All College Day/Department Meetings in the Afternoon</td>
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<tr>
<td>Friday, August 14, 2015 - Mandatory Faculty Service Day/All College Day/Department Meetings in afternoon</td>
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VARIABLE FLEX:

Faculty may complete up to two days of Variable Flex for a total of 10 hours. Variable Flex activities are chosen individually by faculty, and may occur on any day from July 1 to June 30 each academic year, with the following guidelines:

1. All Variable Flex activities must be pre-approved by the Local Planning Group (LPG) or the faculty member’s dean (Special Projects need only dean approval – see below).
2. The activity must meet at least one of the State Flex Guidelines as noted below.
3. All contractual obligations on a given day must be completed by the faculty member before any activity can be considered for Variable Flex credit.
4. Each activity must be individually reported by date and duration.

There are two types of Variable Flex as noted below:

1. **LPG APPROVED WORKSHOPS**: These Variable Flex opportunities are brought to LPG for approval and are promoted through emails and other campus communications. Participants can register for these Variable Flex opportunities through the district Flex Registration site.

   YOU MUST REGISTER ON-LINE FOR FLEX WORKSHOPS TO RECEIVE FLEX CREDIT (It is still important to “sign-in” at the workshop): Go to InSite and log-in with your username and password. Click on the blue link to “District Resources” and then click on “Professional Development Workshops” to view a listing by campus of workshop offerings. You may also follow this direct link to register: [https://insite.4cd.edu/workshops/Default.aspx?campus=lmc](https://insite.4cd.edu/workshops/Default.aspx?campus=lmc)

2. **SPECIAL PROJECTS AND CONFERENCE ATTENDANCE**: Faculty members may receive Variable Flex credit for individual or small group planned projects or by attending conferences which occur during a non-work day and for which the faculty member receives no compensation.

   **Special projects**: Must have prior approval from the faculty member’s dean on the Special Projects form which can be found on the Flex webpage: [http://www.losmedanos.edu/Flex/](http://www.losmedanos.edu/Flex/). The completed and pre-approved Special Projects form should be submitted with the Faculty Agreement form due in May of each year for full-time faculty and at the end of each semester for adjunct faculty.

   **Conferences**: For approval of Variable Flex credit for conferences, the Dean will check and sign the Variable Flex box on the Faculty Leave Request form. The conference can then be listed on their Agreement form at the end of the Academic Year without completing a Special Project form.

### What are the State Flex Guidelines?

The purpose of Flex is “to promote staff, student, and instructional improvement.” The state requires that all Flex Activities must meet at least one of the following criteria:

1. Improvement in teaching,
2. Maintenance of current academic/technical knowledge,
3. In-service training for vocational education and employment preparation,
4. Retraining to meet changing institutional needs,
5. Intersegmental exchange programs,
6. Development of innovations in instructional and administrative techniques and program effectiveness,
7. Computer and technological proficiency programs,
8. Courses and training implementing affirmative action and upward mobility programs,
9. Other programs related to education and professional development (e.g., programs to enhance wellness and self-esteem as it relates to one’s job assignment or work environment).

### Questions?

For further information, please contact:

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