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LOS MEDANOS  
COLLEGE

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Faculty Handbook  
2020-2021

# Table of Contents

**Please Note:** Where there is reference to hours of operation, please call the office or department first to confirm if office is open and personnel is physically on campus. If personnel is not on campus, please leave a voicemail message and staff will return your phone call. You can also email the contact person in the office or department with your question and/or issue. Thank you.

## General Information

Office of Instruction .....	2
Process of Reporting Your Absence From Class.....	2
Daily Class Cancellations.....	2
Substitute Arrangements.....	3
Field Trips.....	3
Temporary Classroom Relocation.....	3
Mailboxes Log-on Access, Email .....	4
College Mail .....	4
Resources For Information And Assistance..	4
Assistance During the Evening .....	5
Central Services – Switchboard .....	5
Contract Load Reports, Notice of Assignments and Schedule Grid /Office Hours.....	5
Full-time Faculty Contract Load Reports.....	5
Part-Time Faculty Notice of Assignments .....	5
Office Hours and Schedule Grid for Full-time Faculty .....	6
Office Hours for Part-Time Faculty.....	6
Emergency Procedures.....	7
Safety .....	7
Employee Injuries/Accidents .....	7
Student Injuries/Accidents.....	7
Evening Escorts .....	7
Parking .....	8
Custodial Services and Buildings & Grounds	8
Faculty Associations.....	8
Academic Freedom .....	8
Academic Balance.....	8

## Your Class

Class Rosters .....	9
Attendance Accounting .....	9
Roster Access/InSite Log-on.....	9
Rights of Instructors .....	9
Responsibility for Student Registration	
In Your Class.....	10
Multi-Purpose Roster Fall Semester 2020 ....	10
Late Add Authorization Process FA 2020 .....	10
Dropping Students Who Miss The First Class Meeting.....	11
Dropping Students With Excessive Absences	12
Expected Class Hours And Breaks .....	12
College Rules For The Classroom .....	12
Ordering Textbooks And Desk Copies.....	12
Requesting Supplies .....	12
Requesting A Change In Classroom .....	12
Class Cancellation Due to Low Enrollment ..	13

Final Exams.....	13
Grading.....	13
Final Grades .....	13
Grade Changes .....	14
Incomplete Grades .....	14
Handling Disruptive Students and Academic Dishonesty.....	15
Course Syllabus – First Day Handout .....	16
Photocopying/Printing Of Classroom Materials	23

## Your Employment with the CCCCD

Hiring Process .....	26
Updating Employment Records.....	26
Tuberculosis Examination .....	26
Evaluation Policy For Part-time Instructors ...	26
Reemployment Staffing Preference .....	26
Professional Learning (Flex) Program.....	27
Payroll Warrants .....	27
Step Advancement: Credit For In- Or Out-Of-District Service.....	27
Salary Reclassification: Credit For Additional Education.....	28
Leave Entitlement.....	28

## Teaching Resources

Center for Academic Support/Tutoring for Your Students .....	30
Canvas Course Management System.....	30
Library .....	30
Information Technology & Services.....	31
Media: Event Setup & Equipment Requests	31
Equipment Repair .....	31
Smart Station Keys.....	31

## Appendix

2020-2021 Academic Calendar.....	32
Instructional Personnel .....	33
Brentwood Center Information .....	34

# 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 – 5:30 pm; and Friday, 7:30 am - 5:00 pm. The office may be open later hours by arrangement.

### Office of Instruction:

Natalie Hannum	Vice President of Instruction,	x37401
Nikki Moultrie	Dean, Career Technical Education & Social Sciences	x37410
Ryan Pedersen	Dean, Mathematics and Sciences	x37404
Eileen Valenzuela	Office of Instruction Supervisor	x37406
Grace Villegas	Academic Scheduling Specialist	x37407
Leetha Robertson	Administrative Assistant, Senior	x37408
Shondra West	Administrative Assistant, Senior	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.**

## Process of Reporting an Absence from Class / Daily Class Cancellations

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

### For same day cancellations:

- Step 1. **Faculty are required to call the Faculty Absence Reporting Line at 925-439-2181 voice mail extension 78189 to report an absence as early in the day as possible, but at least one hour before class. Advanced notice of the absence helps the office notify students in a timely manner.** Please indicate your name, date, the reason for the 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 for your students.
- Step 2. Notify your students via Canvas of your absence and if there are any follow-up assignments

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. This cancellation process also sends students a text message or an email message notifying them of the cancellation.

### **For planned and/or advanced notice of an absence :**

Please submit a Request for Leave form to your Dean at least one week prior to the planned absence. If your leave is approved, please notify your students via Canvas and/or email 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 (Daily Class Cancellation page (<http://www.losmedanos.edu/classcancel/>)).

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 note that Requests for Leave should be submitted any time an official college meeting or event will occur at an off campus site, including field trips, or conferences that occur on days you are not scheduled to teach.

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. When requesting a substitute, please leave an assignment for the class to do.

An Instructional Dean or the Vice President of Instruction 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.

The substitute should be one who:

- has already been hired in the District;
- is qualified; 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).

### **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 and Governing Board approval is required. Please consult with your Dean.

### **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 relocate your class meeting location or change the class meeting time without consulting your dean.

## Mailboxes, Log-on Access and Email

Faculty are provided log-on access, e-mail, phone numbers and campus mailboxes. Campus mailboxes are located in Central Services, CC1-119. For part time faculty, accounts will be continued each semester unless there is a break in service.

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. Faculty who only teach on Saturdays, have access to their campus mailboxes.

Every faculty member is responsible to check email and voicemail (if applicable) 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, San Ramon Center and the Brentwood Center.

**Campus Mail** is distributed throughout the morning and afternoon.

## Resources for Information and Assistance

The primary resource for help are the faculty colleagues in your department as well as the Department Chair. The Office of Instruction staff is also available for assistance.

### Assistance During the Evening:

LMC Managers share the responsibilities of Evening Duty Manager on a rotating basis from 5:45 p.m. to 10 p.m. Monday – Thursday, **the first two week of the semester**. The Evening Manager is on campus until 8:00 p.m. If assistance is needed after 8:00 p.m., contact Police Services (see information below).

The Student Services Welcome Desk, the Student Services Welcome Center and Police Services maintain the Evening Duty Manager schedule. The Switchboard is open till 8:00 p.m., Monday through Thursday and the Student Services Welcome Center is open till 7:00 p.m.

From campus phones dial ext. 37434 or from your cell phone dial 925-473-7434 to contact the Student Services Welcome Center

From campus phones, dial 0 or from your cell phone dial 925-439-2181 ext. 0 to contact the Switchboard Operator

From campus phones dial ext. 37332 or from your cell phone dial 925-473-7332 to contact Police Services.

**TDD/TTY:** Dial 925-439-5709

**Police Services (Business and Emergency):** 925-473-7332

**Brentwood Center (when classes are in session):**

A parking officer is available at the Brentwood Center Monday – Thursday, until 10:15 pm. This person is located at a work station at the entrance to the Brentwood Center and is easily accessible to faculty and staff, providing needed support. Office staff are available until 7 pm, Monday through Thursday evenings and providing support to the faculty, students and to contact to the main campus, as needed.

**Central Services - Switchboard**

Central Services is located in CC1-119. 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.

**Contract Load Reports, Notice of Assignments and Schedule Grid/Office Hours**

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; regardless of time of day. 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, unless approved by management.”

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** 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. 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. To be compensated for your office hours, please complete the **online form available as a link** on the Office of Instruction web page **no later than the first week of the semester**. Office hours are scheduled in proportion to the load being taught:

For .2 to .399 load, ½ hour of compensated office hours, 9 hours

For .4 to .599 load, 1 hour of compensated office hours, 18 hours

For .6 load, 1½ hours of compensated office hours, 27 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.

Some office hours may be held on-line, including those associated with online classes and up to one hour of regular office hours. The online office hour must be a regularly scheduled hour, posted along with on-campus office hours, during which the faculty member is available on-line (via Skype, Desire2Learn, email, or other electronic means) to consult with and respond to students. Part-time faculty members must have and use a District email address to designate an office hour (or half hour) as online.

## **Emergency Procedures**

If you witness a crime or accident on campus, contact Police Services at extension 37332 (925-473-7332). If there is an emergency, dial extension 37333 (925-473-3333). 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 classrooms and offices.

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 Shoretel public address system, via text message, campus email 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.

## **Employee Injuries/Accidents**

An employee injury/accident should be reported as soon as possible to 1) your Dean and Police Services and 2) to the Company Nurse at 1-888-375-9779. You will be asked for the Group Code, which is CSIG; Employer is Contra Costa County Schools Insurance Group, District & Site. The District's Company Nurse Service will give you further guidance for treating your injury. You will complete a report that will be filed with the District's Worker's Compensation carrier.

## **Student Injuries/Accidents**

A student injury/accident should be reported as soon as possible to 1)) Police Services and 2) to your Dean. Police Services will complete a report that you will review.

## **Evening Escorts**

Evening escorts are available upon request from Police Services, extension 37332, Monday through Thursday. These Police Aides 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.

Permits are required at the Brentwood Center. Employees must park in the lot at the back of the building at the Center's location on Sand Creek Road.

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 can be requested from the Office of Instruction for guest speakers or class visitors. Advanced notice is required.

## **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 extensions 37376 or 37375.

For routine graveyard shift 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.

## **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 faculty 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 James Noel (ext. 37863).

## **Academic Freedom**

The Contra Costa Community College District affirms its belief in the academic freedom of faculty, management and students to teach, study, conduct research, write and challenge viewpoints without undue restriction. Members of the college 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 professionally accepted views in a discipline and (to) present data and information fairly and objectively.

# Your Class

## Class Rosters

The opening day roster is available from InSite, at any time after registration begins for students. It will be updated daily as students continue to enroll. This roster will contain student information: ID number, Name, and InSite email address. In addition, deadline dates which instructors and students must be aware of are listed at the upper left side of the roster. Also included, wait list students, and late add codes. Instructors who do not have access to a class roster, may email Admissions and Records Office at [lmcadmissions@losmedanos.edu](mailto:lmcadmissions@losmedanos.edu)

If there are questions, contact the Admissions and Records Office, 925.473.7500.

## 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.
- Summer and 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 census or daily census - online classes
- Independent study, work experience, hybrid classes use an alternative attendance accounting method.

## Roster Access /InSite Log-on

To access class roster(s), log into InSite. Once in InSite, click on “Faculty Information and Tools” and look for the option “view/print your class roster”. To log into InSite, first letter of first name, full last name, and the last three digits of Employee ID number (lower case and no spaces). For help with 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 an 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.

## Responsibility for Student Registration in Your Class

All students who are attending classes must be officially enrolled in the course; 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 permitted to attend classes or labs with their parent/guardian.

## Responsibility for Student Registration in Your Class

All students who are attending classes must be officially enrolled in the course; 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 permitted to attend classes or labs with their parent/guardian.

Anyone attending the course **MUST BE** officially enrolled 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 a class and do not appear on the Class Roster, they should not be permitted to stay in class until they show proof of enrollment (registration statement or appearing on your roster); this must be done by the end of the late registration period. The last day to add is listed on the “Deadline Dates” link on your Multi-purpose roster.

After the start of instruction, if the class has filled to the maximum enrollment, instructors may continue to allow additional students into the class by completing the Late Add Authorization process. If there is a **Wait List** associated with the class, the priority is given to students who are on the Wait List. Additional students may then be added on a space available basis.

You may access your InSite from a laptop, iPad, or phone using your app to perform any of the functions below.

## Multi-Purpose Roster Fall Semester 2020

When you log into your InSite, you will notice quite a few tiles. To access your roster and other forms, click on the “Classes” tile. You will next click on the “Multi-Purpose Roster”. This will have a link for your deadline dates and your waitlisted students. There are tabs for each function: Roster, Attendance, Grading and Permissions.

- Under the **Roster Tab** you will find your list of students registered for your class, their Student ID, their major and their email address. You are able to print, email your entire class or export to Excel.
- The **Attendance Tab** is not currently in use.
- Under the **Grading Tab** you can drop your students and post final grades. When dropping students, you can select “Never Attended” or enter the “Last Date of Attendance”. Once it is time to enter your final grades, you will enter them on this screen. If you are assigning an Incomplete, you will also enter the expiration date.
- On the **Permissions Tab**, you are able to authorize students for late registration into your class. This replaces the Late Add Code process. See instructions below.

## Late Add Authorization Process Fall Semester 2020

To authorize a student for late registration into your class, log into your InSite; click on your “Classes” tile; click on the “multi-purpose roster” then click on the “permissions” tab. Click on the box “Add Authorization”; enter the Student’s name or ID. The system will ask if you to confirm you want to add an authorization for the student. Once you confirm, the next screen will show the

student's name and ID and will list the student's authorization status (the codes are not shown after they have been assigned to a student). The status will indicate when the student has registered.

You do not need to give the student the late add authorization code or a paper add slip. The student receives an email once the course has been authorized by the instructor.

Faculty are able to now revoke the Late Add Authorization on the same screen. Once revoked, the code is unable to be used.

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 on the "dates" link of your roster. Once the deadline passes, the faculty must complete a **Late Add Petition** indicating the student's first date of attendance, then the form is electronically delivered to the student to sign. Once the student signs the form, it is delivered to Admissions & Records.

### **Dropping Students Who Miss the First Class Meeting**

While it is the students' responsibility to drop their courses through InSite, instructors **MUST** drop students from their rosters if students are "no shows" or who have stopped attending prior to Census.

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

Log into InSite, select "Classes" tab, then "Multi-purpose roster". Click on the "Grading" tab; select never attended or last date of attendance. Instructors will receive a confirmation page and an email. Students will receive an automated email informing them of their dropped status.

NOTE: If students have a registration block, instructors will be alerted that the drop was not successful. Please email a request to the Admissions & Records Office, [lmcadmissions@losmedanos.edu](mailto:lmcadmissions@losmedanos.edu)

Instructors will receive a paper Census Roster from Admissions & Records. The Census Roster is delivered to the instructor campus mailbox on Census Day. Missed students when dropping students online, can be dropped on the Census Roster. Instructors must return their Census Roster with signature to indicate the roster is correct, even if students are not being dropped. Please check your Census Rosters carefully for students who do not appear but are attending; these students must be sent to the Admissions & Records Office with a Late Add Petition. Students must be officially registered by **five business days past census**.

Admissions & Records will not send clean up rosters because instructors are able to drop students online at any time throughout the semester. Keep in mind that dropping students past the last day to drop with a "W" is not permitted.

If a dropped student later returns, instructors may reinstate the student if it is appropriate. Reinstatement forms are available on InSite on the LMC Faculty Forms tile. Reinstatement of students must be processed by the time grades are posted.

It is the instructor's responsibility to drop any students who are on the roster but do not attend the first day of class. LMC has publicized that students who do not attend the first day of class may be

dropped. If students who wish to add the class and replace “no show” students, it is permitted to do so. Census Rosters must be submitted to the Admissions & Records Office by the date indicated on the census roster memo.

## **Dropping Students with Excessive Absences**

Instructors may drop students who have been absent for two consecutive weeks of instruction and/or if the absences have irretrievably affected the student’s progress. Beyond this guide, instructors should use their own judgment of what is the best absence policy for the course; the policy should be part of the syllabus. If students are to be dropped for excessive absence, then do so before the drop deadline.

If you drop a student who later returns, you may reinstate the student; the forms are available on InSite on the LMC Faculty Forms tile.

Notwithstanding the above, it is the student’s responsibility to drop the class before the withdraw drop deadline, which is 75% of the course. If a student is not dropped; the instructor is required to 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.”

## **Expected Class Hours and Breaks**

Classes meeting for two consecutive hours or more requires 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 student receive a break after 90 minutes of instruction and break time is not used to dismiss class early. 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 the Office of Instruction.

## **College Rules for the Classroom**

Food and beverages are generally not allowed in labs and classrooms. Please help to maintain a clean and comfortable learning environment for everyone. Please be mindful the risks of uncovered hot beverages and undisclosed food allergies.

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

## **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.

## **Requesting a Change in Classroom**

Classrooms are assigned during the schedule building process. Requests for classroom changes should be made to your department chair and dean. You will need to check **25 Live** (log into InSite, click on District Resources tab and then you will see the 25 Live link on the right side of the page) for available

classrooms. Please do not simply move to another room. Campus maps are available at this link: <http://www.losmedanos.edu/maps/>

## 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. The Dean will inform the Department Chair and faculty member of the cancellation. Up-to-date enrollment figures are available on InSite 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.

## Final Exams

You are required to hold a “Final” of some sort. A Final does not necessarily mean a test, but it does mean that you meet with students and engage in an academic activity. Final examinations will be held during the last week of instruction, during class time.

## 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:** (SC).the student may choose to complete a course for either pass/no pass or a standard letter grade
4. **SP for NonCredit Courses**

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. The selection of P/NP is irreversible once the deadline has passed. **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 InSite.** Follow the link from InSite 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, Positive Attendance and Positive Attendance Rosters must be posted in InSite 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 InSite, the following procedure must be followed:

1. The Grade Change Form may only be obtained from InSite on the LMC Faculty Forms tile by the faculty member to ensure the integrity and security of the form and process. You will need to list the student's name, ID, section, term and grade. The forms will be available only on InSite.
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 electronically.
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 InSite 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. Please do not leave any grades blank when posting grades. If you have questions, please contact A&R.

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

## **Incomplete Grades**

**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.

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 on InSite on the LMC Faculty Forms tile and submit electronically-with email from student. An explanation of the extenuating

circumstances must be listed. The student must request the incomplete and agree to the terms. 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. The form can only be obtained on InSite on the LMC Faculty Forms tile.

## **Handling Disruptive Students and Academic Dishonesty**

Academic integrity and appropriate classroom behavior are fundamental to maintaining a positive and productive educational environment. However, occasionally a small number of students will make mistakes and poor choices with regard to their actions in the classroom that can impact or disrupt the educational process for themselves and/or others.

As a faculty member, you serve as the primary source of authority in your classroom, and we encourage you to take a proactive approach to setting the expectations for conduct in your classroom early in the semester. As you work to develop the culture of learning for your unique classroom, you are encouraged to establish appropriate academic and behavioral standards that are consistent with the Student Code of Conduct.

To support a positive and productive environment and expectations in your classroom, you are encouraged to consider the following strategies:

- Behavioral standards that are thoughtfully developed and effectively communicated at the start of the semester, and reinforced when needed, may exert a positive influence on classroom conduct.
- Behavioral concerns and/or expectations that, in your judgment, require special emphasis should be addressed in your course syllabus, and should be discussed with the entire class early in the semester.
- Addressing what may seem to be smaller issues/concerns with individual students early, can often help to resolve issues that might otherwise “snowball” throughout the semester.
- Faculty are highly encouraged to include in a statement of warning in your course syllabus about academic honesty, including cheating and plagiarism, and the consequences of these forms of misconduct.

### **Student Disruption**

If you need to file a complaint regarding a student who is disruptive, contact the Dean of Student Success (who will address the situation with regard to the Student Code of Conduct). You are also encouraged to notify your Department Chair and/or Academic Dean.

If you ask a disruptive student to leave your class, you may require the student to meet with the Dean of Student Success before returning. If you do so, please immediately notify the Dean of Student Success with the specific nature of the issue.

If at any time your interaction falls outside the normal range of interactions in class, and you are unsure of how to address the student/situation, you are encouraged to contact your Academic Dean for consultation and guidance. You are also encouraged to write and keep notes for yourself describing any incidents.



## Academic Dishonesty

Faculty reserve a range of discretion in responding to cases of academic dishonesty with students. Legal opinion states that a failing grade may be assigned to a particular exam or assignment in the case of academic dishonesty.

However, this may be the first time the student has been “caught” engaging in academic dishonesty. As such, in addition to any specific penalty that you might impose, you are encouraged to hold a developmental discussion with the student about the repercussions for such actions in your class, college, and beyond.

You are also encouraged to inform the Office of the Dean of Student Success of incidents of students engaging in academic dishonesty. The Dean’s office will note the student and incident in order to track specific student’s future patterns of behavior, and may pursue additional action related to the Student Code of Conduct depending on the nature of the situation. When informing the Dean, please include the following:

- Student Name and ID#
- Course & Section #
- Description of the Incident
- Description of the Faculty Response (and any penalty imposed)
- Requested action from the Dean (if any)
- Copies of related evidence

## Student Complaints

If a student has a complaint about an employee, the student should follow the process outlined in the Student Complaint/Appeals Procedures (available on the website). Before filing a formal complaint, the student should contact the department chair to seek an informal resolution. A range of informal and formal procedures may follow. If a student complains about you, you may be invited to an informal meeting with your department chair or dean or both. Depending on the nature of the complaint, you may also be asked to meet with a senior dean or a District investigator (sometimes a lawyer or paralegal). In any of these cases, and whenever there is a possibility that a meeting may result in disciplinary action, you have the right to have a Union representative with you at the meeting. You also have the right to delay the meeting (with no negative consequences to you for the delay) until a UF representative is available to join you. These are called your “Weingarten Rights” (named after the legal case where these rights were established). The UF strongly recommends that you ALWAYS invoke your Weingarten Rights and insist that a Union representative join you if you are asked to meet to discuss an allegation of misconduct. Even when you are sure that you have done nothing wrong, you should have a UF representative at any meeting that is part of an investigation (both to protect your rights and to be a witness to what is asked and answered). You also have the right to interrupt a meeting after it has started, to ask that the discussion stop until a Union representative can join you.

## Course Syllabus - First Day Handout

At the beginning of the term and for each course taught, all faculty are *required* to submit an electronic copy of their course syllabus to the Office of Instruction. The importance of the course syllabus cannot be overstated. It is the first step in setting expectations for the class and performance standards for students. Many student disagreements and complaints can be averted by a comprehensive and detailed course syllabus. The tone of the syllabus is important, as it should

be as student-friendly and a tool for student success, but it should also be clear and concise to ensure that students understand all elements of the course and expected behaviors. In particular, grading criteria should be clear, and weighted grading criteria be thoroughly described and demonstrated in the course syllabus. This item in particular can prevent messy grade appeals that are stressful for students and faculty (hint- have a friend or colleague review your course syllabus and have them check your grade section to ensure it is clear).

The course syllabus ties the actual content of the course to the Course Outline Of Record (COOR), which is the official document that captures the District approved Course-level Student Learning Outcomes (CSLO's). The COOR is the document that goes through a lengthy approval process that includes college approval, Board of Trustee approval, and then registration with the state chancellor's office. CSLO's listed in the COOR are *required* to be listed on course syllabi for all respective sections of the course. Course Outlines of Record can be accessed here <https://www.losmedanos.edu/catalog/coor/index.aspx>, and can be cut and pasted into course syllabi.

In summary, time and effort spent on a comprehensive course syllabus will be time well spent. The course syllabus is integral to the success of students and faculty since it is directly tied to the student complaint and faculty evaluation processes. Additional content recommendations such as sample statement for DSPS and other key topics follow this section and sample syllabi are posted to the Office of Instruction website: <http://www.losmedanos.edu/intra-out/oi/resources.asp>

An electronic copy of your syllabus should be submitted to the office of instruction [swest@losmedanos.edu](mailto:swest@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)

- Materials fee (if applicable)
- Meeting time and location
- If the course has “Hours by Arrangement” the syllabus must include the specific block of times when the TBA/HBA hours must be filled and include the instructional activities to be conducted during TBA/HBA. While *attendance* cannot be used as a factor in determining grades, it is important to emphasize that *participation* in lab activities is mandatory and must be factored into the final grade.

### **Instructor Information**

- Name of instructor
- Office address and phone extension
- LMC Email address (no personal email address is allowed due to FERPA)
- 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/>

### **Textbooks and other readings**

- 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 aligned with course content in COOR (Course Outline Of Record) 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. Student choice options means that grading can be letter grade, or Pass/no Pass. Faculty should consult with department chair on grading guidelines consistent with COOR.

### **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. 37470.
- 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 (Accreditation Requirement)**

- What knowledge should students demonstrate at the end of the course
- What skills should students demonstrate at the end of the course
- The outcomes will be assessed (evaluated) by the instructor in order to improve the teaching/learning process
- Accreditation requires us to include SLOs as written in the COOR, in every syllabus and students are expected to “demonstrate awareness” of the SLOs of the course and the program.

### **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

### **College Policies**

#### **Sample Statement on Academic Honesty for Syllabi:**

Los Medanos College is committed to student learning, and in order to protect the validity of students' intellectual work and the authenticity of their achievements, the college expects that all students will be committed to the value of academic honesty. As such, the Student Code of Conduct holds students accountable for the integrity of the work they submit in all courses. Students should be familiar with the policy and know that it is their responsibility to follow instructor and general academic expectations with regard to academic honesty, including proper citation of sources in written work and the integrity of work submitted in exams and assignments. Serious consequences can result from engaging in academic dishonesty of any sort, including plagiarism, cheating, or assisting others in acts of academic dishonesty. Consequences may include a warning, loss of points on specific assignments, removal from class for the day, and/or notification to the Dean of Student Success office for disciplinary review.

For more information and the complete Student Code of Conduct, visit:

<http://www.losmedanos.edu/studentcodeofconduct/>

#### **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.”

#### **Statement about Auditing Policy**

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.

### **Student Religious Observance Policy**

In accordance with Education Code Section 76121, it is the policy of Los Medanos College to make every reasonable effort to allow students to participate in the religious observances of the students' faith without penalty.

It is the obligation of the student to provide written notice of the date(s) of religious observance on which they will be absent prior to the last day to add the course. Absence from class (es) or examinations for religious observance does not relieve students of responsibility for any part of the course work required during the period of absence. Any student who is eligible to take a test or examination will be permitted to do so, without penalty, at a time when that activity would not conflict with the religious observances of the student's faith. However, this requirement shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship (one requiring significant difficulty or expense) on the institution.

### **emic Senate Student Religious Observance Syllabus Template**

It is the policy of Los Medanos College to make every reasonable effort to allow students to participate in the religious observances of the students' faith without penalty.

It is the obligation of the student to provide written notice of the date(s) of religious observance on which they will be absent prior to the last day to add the course. Absence from class(es) or examinations for religious observance does not relieve students of responsibility for any part of the course work required during the period of absence. Any student who is eligible to take a test or examination will be permitted to do so, without penalty, at a time when that activity would not conflict with the religious observances of the student's faith. However, this requirement shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship (one requiring significant difficulty or expense) on the institution.

### **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.

### **Additional ideas and information that a syllabus may include:**

#### **Course/Instructor Philosophy**

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

#### **Consideration of Student Needs, Aspirations and Resources**

- Development of student 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 and careers
- 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.)
- Program Information. Please include information about where this course fits in the program to encourage more completions of certificates, degrees and transfers.
- Please encourage students to meet with a counselor to develop an individual educational plan.
- Description of type of support students could receive in preparation for tests and papers
- Provide students the link to the class cancellation notice on main LMC webpage. Here is the link: <http://www.losmedanos.edu/classcancel/>

### **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

### **For CTE Majors**

- Include information about the annual CTE Employment Outcomes survey that students will receive from the college once they have completed their studies. Example:

“Los Medanos College is partnering with community colleges from around the state to assess the effectiveness of our Career Technical Education (CTE) programs. We are participating in a study that will gather student perspectives on issues such as whether students became employed within their field of study, if their community college coursework positively affected their earning potential and how CTE programs can be improved.

Sometime following the completion of your studies at LMC (at least one full year) you will receive a survey by email, US mail and/or telephone. Completing the survey will greatly benefit the mission of the college as it relates to workforce development. Your participation will support the college's goal to deliver high-quality and effective educational programs to our community.”

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

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

- *Distribute 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**

Copying services are available in the Central Services Copy Center, which is located in Room CC1-119. All physical order forms for basic copying, printing and stock purchasing jobs are located on the front counter in the Copy Center room.

### **How It All Works**

The front Copy Center room (1st room inside of Central Services main door) is equip to handle basic black and white copy jobs such as class handouts, syllabi, tests, flyers, and packets. Much of this work can be run “while you wait,” or within 24 hours (immediate rates apply). The front desk of this room provides all types of physical request forms to fill out, for both immediate and 48hr. turnaround. You may either hand requests and hardcopies to a student Copy Clerk on duty or place them in our copy inbox, paper clipped with your hardcopy originals. There is also a self-service copy machine available to use for small, simple B/W copy jobs (200 sheets or less each visit) which may be more convenient for you to run yourself. There is no need to fill out a request slip if you use this method. Please ask for our assistance with any questions regarding your copy code ID, operating instructions, and maintenance issues.

During the same hours of operation, the Print Shop room (119B – just behind the Copy Center room) is also available for printing and copy work, and can accommodate more complex orders such as: booklets, readers, post-press padding, folding and cutting jobs, NCR orders, full color printing, special paper and stationary requests, etc. Please use the “Print & Stock” request forms for these more specialized jobs. These forms are also handy to make paper purchases and to order basic LMC addressed stationary. A staff member will be happy to help you fill-out and submit these orders properly.

### **Email Ordering System**

When dropping off hardcopies is inconvenient, you are encouraged to use our 48 – 72hr. email ordering system. The [Print & Stock page](#) will give you instructions and the request form you need to send with your original file/s. After clicking the button and opening the Print & Stock form, download and save it to your Hard Drive. The PDF form will not automatically save what you input online; nor, does the preview/reading pane in Outlook save changes to the form. You must open your



downloaded form in Acrobat or Acrobat Reader to fill-in the fields. Then, save your changes, and attach with your original printing file/s to an email message addressed to us. If experiencing problems with the form, please contact us. Our group email address is: [printshop@losmedanos.edu](mailto:printshop@losmedanos.edu)

After your print or copy jobs are completed, they will be placed in your mailbox. A notification slip regarding completion of your job/s will be placed in your mailbox for pick-up in the Print Shop when the job exceeds your mailbox capacity. If you work at the Brentwood Center and would like your copies sent to you, there is a box on our form you can check mark labeled: "DELIVER TO BRENTWOOD CENTER." It usually takes up to three work days to process, print, and mail these orders. If you do not have a mailbox at the main Pittsburg campus and your copies are normally sent to Brentwood, you do not need to specify this. However, if you want to stop a routine Brentwood delivery for specific copy job/s and instead pick them up at the Pittsburg campus, please check the box labeled: "I WILL PICK-UP @ PRINT SHOP."

## **Exams**

The Print Shop considers all major tests, midterms and finals to be "exams." Check marking EXAM on the orders alerts staff to take extra care to keep tests away from the general public's sight that come through Central Services. Please note that Central Services employs a few student Copy Clerks each semester. If there is ever question that one or more of our student Copy Clerks is in your class and/or you are concerned that they could gain access to a printed test, please make note of this in an email to us. You could simply state: "please secure this test away from students." We will then make sure only hourly and permanent staff members run and package those particular test/s. If there are sensitive hard-copy submissions, please bypass the front room circulation desk and bring your originals to a staff member.

Completed exams will not be placed in your mailbox due to size and security reasons. They will be packaged in sealed envelopes and made available in the Central Services sorting area (mailroom). You will also receive a notification slip in your mailbox to pick up your Exam/s in Central Services. Packaged exams that have not yet been picked-up will be locked away in the evening and on weekends (after operating hours). Please indicate on your request form/s if you do not want your test to be packaged, or would rather have copies placed directly in your mailbox (if space permits). Exams will automatically be delivered to Brentwood if you are holding classes there and do not have a mail-box at the main campus.

## **Costs**

The cost for immediate black/white copy and printing service is \$.0125 per impression for instructional departments, and \$.02/impression for administrative departments and programs. We also offer 48 hour or more service which costs only \$.0025 per impression (b/w) for instructional departments, and \$.0075/impression (b/w) for administrative departments and programs. As a convenience for short-run (200 sheets or less each visit) copy jobs, a black/white self-service machine is also available for you to use at a rate of \$.02 per impression. Full color printing is another service we provide, but is significantly higher in cost. It is \$00.10/impression for jobs specifying two or more day's turnaround, and \$00.15/impression for "RUSH" immediate jobs (under 48hrs turnaround). There are no additional fees included with any of these impression rates when running work on our standard plain letter-size paper. However, when requesting color paper, card stock, NCR, larger format, and other premium papers, there are additional material costs that will be billed to your department or program. Please help LMC manage reproduction costs by only duplicating materials which are absolutely necessary for student learning and/or campus communications. Many departments overspend their copy budget every year. Please secure Department Chair, Manager, or Dean approval for significantly large copying or printing

volumes (i.e. a document that is 100 pages in length, duplicated for an audience of 100 or more).

## **Turnaround Times**

Immediate copy and print jobs are typically run right away; often while you wait. If you need to come back later, your copies will be held in the front copy room for you to pick-up and take with you. Sometimes these jobs may need up to 24hrs. to finish if they are high in volume or need additional steps to complete. All 48hr. basic copy requests should have a due date that allows two full work days to complete (NOTE: we are closed weekends and holidays). Email orders may need an extra workday to process (up to 72hr. turnaround). If you need an email order expedited or turned into a “rush” (immediate) order, please call ahead and bring it to a staff member’s attention so that it can be prioritized.

Please allow extra time for processing your materials during the first few weeks and final few weeks of each semester. These weeks correspond to the Print Shop’s main PEAK PERIODS: December – February, and August – September. During the first week of instruction of the Spring and Fall semester, there is no “immediate service” available. This is because the Copy Center must first fulfill the requests of a large volume of basic 48hr. and 72hr. outstanding jobs (mainly 1<sup>st</sup> day handouts). During these Peak Periods many of the more complicated orders and specialty print requests will be put on a longer turnaround schedule. Remember to 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 (Module readers and workbooks), thus avoiding a heavy charge to your department’s budget. Please call the Print Shop for further details and look for the Module deadline announcements that are circulated each semester. Bear in mind, Central Services cannot reproduce copyrighted material without official copyright clearance. In some instances, you are responsible for getting the publisher or authors release before reproducing their materials.

You can contact the Print Shop with any questions on costs, turnaround times, or special requests at (925) 473-7354.

# **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 \$55.20 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 the 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 InSite. 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 District sanctioned locations. 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 in the LMC Business Services Office. Please contact the LMC Human Resources Office at extension 37345 if you need additional information.

## **Evaluation Policy for Part-time Instructors**

All faculty members are required to have periodic evaluations. The District evaluation procedures for part-time faculty are based on peer and student evaluations. Part-time faculty are evaluated in their first, fourth, and seventh semesters, and then every sixth semester thereafter. Information on evaluation criteria, processes and forms can be found in evaluation guidebooks that make up Appendix X of the UF Contract. These are available at the Office of Instruction at LMC and from the United Faculty on the UF website: [www.uf4cd.org](http://www.uf4cd.org).

## **Reemployment Staffing Preference**

Staffing Preference (sometimes called “Rehire Rights”) is described in Article 25 of the UF Contract. The purpose of Staffing Preference is to give established part-time faculty some job security and stability. Faculty may apply for Staffing Preference any time after the seventh semester evaluations have taken place. To qualify, one needs to have received a summary score of “Consistently High Ratings” on one’s most recent evaluation or to have received a score of “Satisfactory” with a majority of 4s and 5s on both the classroom observation and student evaluation forms. For more details about applying or qualifying, please consult the UF Office. Staffing Preference is not awarded automatically. You need to fill out an application and qualify. Applications are due by the end of the second week in any semester to qualify for Preference Status beginning in the following semester. Note too that you can be denied Preference (or lose it) for a number of disqualifying actions, such as not turning in rosters and grades in a timely manner or failing to follow the rules for leaves of absence such as sick leave. Once you have Staffing Preference, you must re-qualify with each new evaluation, but you do not need to apply again. Faculty members with Staffing Preference are automatically reconsidered every six semesters (after each new evaluation). Having Staffing

Preference means that your department must offer you courses every semester based upon your historical load, before they can offer those courses to other part-time faculty who do not have Staffing Preference. Preference does not give you the right to specific courses or sections, however, but only to be offered load at your historical level, if possible.

## **Professional Learning (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). Professional Learning (Flex) week activities 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: <https://www.losmedanos.edu/profdev/flexinfo.aspx> You can also contact ext. 37556 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. Full semester classes are paid in five equal payments for five months. Summer classes and short-term classes are also paid on the 10<sup>th</sup> 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, beginning at 9am. Pay advices are no longer printed. Whether you receive a paper payroll check or are on direct deposit, you can view all pay check data, including earnings, benefit deductions and taxes online through InSite. This information is available to view three calendar days prior to the pay date.

## **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 SU16, FA16 and SP17. 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](http://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 cumulative total of 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. You must complete the education prior to the first day of Flex or your first mandatory service day in Fall (or Spring if hired in the spring) for F/T faculty.

### **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.

#### **Educational Conference Leave**

All faculty may apply for Educational Conference Leave, which requires management approval and does not deduct from your sick-leave bank.

#### **Family Leave**

Family Leave may be used to care for an immediate family member, as defined by the Federal Family Leave Act, and is limited to six days per year (plus you may use your seven days of Personal Necessity Leave to care for family member who is ill). Additional Family Leave may be available based on available

funding, so contact the UF if you need more time to care for a family member. Family leave uses hours from your accrued sick leave.

### **Bereavement Leave**

Bereavement Leave is paid leave up to a maximum of 5 days per academic year and covers a death in one's immediate family. Faculty may apply for an extension of bereavement leave not to exceed six days.

### **Jury Duty/Judicial Leave**

Judicial leave includes time to be on a jury or a witness in a court case.

### **Military Leave**

Military leave is used for required military duty.

### **Parental Leave (Maternity, Paternity, Adoption, Baby Bonding)**

There are parental leave charts on the UF website that detail faculty options ([www.uf4cd.org](http://www.uf4cd.org) ... search for "maternity" and they come right up). Parental leave is deducted from your accumulated sick-leave bank, but there are options for extensions depending on your circumstances. If you have questions, contact District Human Resources or call the UF Office.

### **Religious Observance Leave**

Religious Observance Leave is granted for special religious observances that fall on a regular workday.

### **Industrial Accident and Illness Leave**

For job-incurred accidents or illnesses, 60 days leave may be available. Part-Time faculty also have State Disability Insurance. For any job-incurred accident or illness, we recommend contacting Human Resources and the UF Office.

### **Extended and/or Unpaid Leave**

There are often options, including combining leaves and taking unpaid leave, which are available in case of urgent need. If you are faced with a crisis that requires you to be absent from class for an extended period, we recommend that you contact both the Human Resources Department at your college and the UF to discuss your options.

In calculating leave limits, any part of a day missed counts as a full day, regardless of the number of hours you work that day. **There is no vacation leave for faculty.**

# 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.

## Canvas: Course Management System for Online Learning Environment

Canvas 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 Canvas course site enhances instruction with 24/7 access to course-related materials, electronic drop boxes for assignments, online quizzes, grades, and more.

Need help or have questions about using instructional technologies? Contact Courtney Diputado, Technology Training & Development Coordinator, at 925-473-7712 or [cdiputado@losmedanos.edu](mailto:cdiputado@losmedanos.edu).

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 training during drop-in hours and by appointment (Variable Flex credit available).
- 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://losmedanos.libguides.com/faculty>

## **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 **LMC Media and A/V Request Portal**. **Five days (business days) advance notice is required**.

### **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, pick one up at the service counter on the 2<sup>nd</sup> floor of the library. You must bring valid identification as well as read and sign the [Key Acknowledgment](#) form to receive your key.

**Note:** Although we will make every attempt to have your key ready for pickup as soon as possible, 48-hours advance notice is required.

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. 2020-2021 Academic Calendar**

**B. Instructional Personnel Listing, Fall Semester 2020**

**C. Brentwood Center Information**

## Contra Costa CCD 2020-21 Academic/Classified Calendar

3 Independence Day Holiday  
(Observed)

JULY 2020						
S	M	T	W	Th	F	S
			1	2	H	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2021						
S	M	T	W	Th	F	S
					H	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	H	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Winter Recess / Holidays  
18 Dr. M.L. King, Jr. Day Holiday  
20-21 FLEX Days (Optional)  
22 Mandatory Faculty Srvc Day  
25 Spring M-F Classes Begin  
30-31 Spring S/S Classes Begin

19-20 FLEX Days (Optional)  
21 Mandatory Faculty Srvc Day  
24 Fall M-F Classes Begin  
29-30 Fall S/S Classes Begin

AUGUST 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	H	N
N	H	16	17	18	19	20
21	22	23	24	25	26	27
28						

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

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

SEPTEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	N
N	H	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	H	26
27	28	29	30			

MARCH 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

28-31 Spring Recess

OCTOBER 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1-3 Spring Recess

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

NOVEMBER 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	H	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	H	H	N
N	30					

MAY 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

15-21 Finals  
15-16 Spring S/S Classes End  
21 Spring M-F Classes End  
31 Memorial Day Holiday

7-13 Finals  
11 Fall M-F Classes End  
12-13 Fall S/S Classes End  
22-31 Winter Recess / Holidays

DECEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	H	H	H	H	26
27	H	H	H	H		

JUNE 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

14 Summer Classes Begin

Instructional Meetig Days	Su	M	T	W	Th	F	Sa	Instructional Days for 175 Requirement	Mandatory Faculty Srvc Day (FLEX)	Total Days	Flex Obligation (C & A/C)
FALL	14	14	16	16	15	14	14	94	1	95	Su, M, Th, F, Sa
SPRING	14	15	16	16	16	15	14	94	1	95	Su, M, F, Sa
										4	FLEX (Max 2 Var)
										194	Total Service Days

**OFFICE OF INSTRUCTION – Fall 2020**

**Faculty Absence Reporting Line  
for Pittsburg and Brentwood:**  
(925) 439-2181 x78189

**Natalie Hannum, Vice President of Instruction x37401**

Irene Sukhu, Administrative Assistant II x37416  
 Bill Bankhead, Manager, Workforce & Eco Development x37415  
 Library Kim Wentworth x37573  
 Workforce Development  
 Sheriff's Department (Instructional Services Agreement)

**Center for Academic Support**  
 Sandra Mills x37591  
**Inst. Tech Training & Dev't**  
 Courtney Diputado x37712  
**Library**  
 Teresa Ferguson x37568  
 Catt Wood x37569

**Nikki Moultrie, Dean, Career Education and Social Sciences x37410**

Angela Fantuzzi, Director of Child Study Center x37628  
 Behavioral Sciences Liana Padilla-Wilson x37850  
 (Anthropology, Psychology, Sociology)  
 Business & Travel Penny Wilkins x37781  
 (Accounting, Management, Travel)  
 Child Development Erlinda Jones x37629  
 Communications Cindy McGrath x37827  
 (Journalism, Speech)  
 Drama Nick Garcia x37801  
 Emergency Medical Services Paul Cutino x37752  
 Fire Technology Mike Grillo x37750  
 Industrial Technology Michael Kean, x73773  
 (ETEC, PTEC) Dept. Coordinator  
 Social Sciences Ryan Hiscocks x37843  
 (Administration of Justice, Economics, History, Political Science, Social Science)  
 Vocational Technical Jason Dearman x37739  
 (Automotive Tech, Construction, Drone Tech, Logistic Tech and Welding)

**Child Study Center**  
 LMC Preschool x37635  
 Enrollment Desk x37640  
**First 5**  
 Melissa Jackson x37637  
**Foster & Kinship Care Ed Program**  
 Sarah Sears x37636  
**EMS Lab**  
 Gretchen Medel x37751  
**ETEC/PTEC**  
 Sebastian Enea x37728  
**Vocational Technology Lab**  
 Clark Muir (day) x37741  
 Erwin Cadena (evening) x37741

**Ryan Pedersen, Dean, Mathematics and Sciences x37404**

Leetha Robertson, Administrative Assistant, Senior x37408  
 Biological Sciences Jill Bouchard x66909  
 Kyle Hanks x37689  
 Computer Science Louie Giambattista x37791  
 English Sara Toruno-Conley x37865  
 Mathematics Rick Estrada x37661  
 MESA Nicole Trager x37685  
 Non-Departmental Faculty Grp Scott Hubbard x66914  
 Maria Perrone x66913  
 Nursing Joanne Bent x37759  
 Debra Hawkes x37765  
 Maryanne Hicks x37766  
 Philosophy Edward Haven x37837  
 Physical Sciences Mindy Capes x37706  
 (Astronomy, Chemistry, Engineering, Physical Sciences, Physics)  
 World Languages Victor Coronado x37888

**Biology Lab**  
 Jenifer Fay x37694  
 Julie Lucca x37693  
**Chemistry Lab**  
 Paul West x37700  
**English**  
 Tennille McEwen x37869  
**Math Administrative Assistant**  
 Abbey Duldulao x37660  
**Math Lab (Brentwood)** x66925  
 Jogninda Gangar (Interim)  
**Math Lab (Pittsburg)** x37662  
 Myles Crain  
**MESA**  
 Abbey Duldulao x37684  
**Nursing** x37756  
 Erika Messenger  
**Physical Sciences Lab**  
 Steve Goldenberg x37699  
**Science Lab (Brentwood)**  
 Sandhya Bhatnagar x66915

**Dave Belman, Dean of Student Success x37423**

Irma Gregory, Administrative Assistant III x37468  
 Kinesiology Colleen Ralston x37614

**Chialin Hsieh, Sr. Dean, Planning & Inst. Effectiveness x37309**

Beth Stone, Administrative Assistant, Senior x37310  
 Art & Humanities Ken Alexander x37819  
 Music Michael Zilber x37807  
 Recording Arts Frank Dorritie x37816

**Art, Drama and Journalism**  
 Cesar Reyes x37826  
**Music**  
 Aaron Nakaji x37805

**Sabrina Kwist, Dean of Equity & Inclusion x37314**

English as a Second Language Paula Gunder x37882

**Eileen Valenzuela, Office of Instruction Supervisor x37406**

Grace Villegas, Academic Scheduling Specialist x37407  
 Shondra West, Administrative Assistant, Senior x37409

## WELCOME TO THE BRENTWOOD CENTER OF LOS MEDANOS COLLEGE

Los Medanos College has a presence in the far East Contra Costa County with the Brentwood Center. Course offerings include general education requirements, transfer courses, computer science, business, and other occupational training.

### IMPORTANT INFORMATION

#### COLLEGE & DIVISION WEBSITE

Linked to the LMC Website is the Brentwood Campus website at:

*<https://www.losmedanos.edu/brentwood/index.aspx>*

#### CAMPUS MAIL

All full-time and part-time instructors teaching face-to-face classes at Brentwood have mailboxes in the ADMIN Workroom. It is very important that instructors check their mailboxes regularly as important information will be placed in your mailboxes. Packages are put in bins alphabetically and instructors are informed by a notice in their mailbox.

LIBRARY: You can put any texts on reserve and have the librarian come to your classroom to give a presentation on how to use the library databases or with support in doing research. Please email Roseann Erwin at [rerwin@losmedanos.edu](mailto:rerwin@losmedanos.edu).

#### SUPPLIES

Supplies, such as, whiteboard markers, pens, pencils, pads, index cards, paper clips, envelopes may be obtained from the faculty workroom. These supplies are to be used for work directly related to your Brentwood teaching assignment. The supply budget is very limited.

Substitute timecards, field trip forms, and scantrons may be obtained from the Brentwood Center Director,

Network Printers will be available to support printing needs. Depending on your location you will have access to specific printers.

#### PHOTOCOPIES FOR INSTRUCTIONAL NEEDS

THE LMC Print Shop, located in Central Services on the Pittsburg Campus, is the place to go for most copying needs. (INSERT INSTRUCTIONS)

**NOTE:** The workrooms are for faculty and staff use only. Students who wish to leave documents for instructors should give them to Brentwood staff in the Student Services lobby for placement in mailboxes.

## PEOPLE AND PLACES

### **BRENTWOOD ADMINISTRATION (100's)**

Here instructors will find:

Admissions and Records  
Part-Time and Full-Time Faculty Offices  
Counseling Offices  
Conference Rooms  
DSPS  
Financial Aid  
Mail Room

### Management Office

Sr. Academic Student Services Manager, Carla Molina

### **STUDENT COMMONS (400's)**

Computer Lab  
Study Rooms  
Library  
Reading & Writing Center  
Bookstore  
Math Lab  
Vending Machines

### **AREA B (200's)**

Police Services  
Sciences  
- Chemistry  
- Biology  
- Physics

### **AREA C (300's)**

Classrooms

## STUDENT SUPPORT SERVICES (On-site)

Admissions & Records  
BRT Reading and Writing Center  
BRT Math and Science Labs  
DSPS  
EOPS  
Counseling  
Wellness Counseling  
Financial Aid/Scholarships  
SSRP  
Transfer  
Student Life  
Veterans