

First Friday Focus: Notes and News for Faculty

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Key Dates:

Accreditation Site Visit
(Virtual)
October 5-8

Department Chair meeting
October 6th 2:15-3:15

Textbook Orders are due
October 15th.

Strategic Enrollment
Management (SEM) Monthly
Meeting
October 20th 2:00-4:00

Spotlight Initiative:

Zero Textbook Costs (ZTC)
<https://www.losmedanos.edu/oer/index.aspx>

Contact Edward Haven for
more information:
ehaven@losmedanos.edu

A Few Words of Encouragement

What a year 2020 has proven to be. The COVID-19 pandemic, social and political unrest, natural disaster, and economic uncertainty has stretched many of us to our emotional and physical limits. Learning to teach online was not “in the plan” for a lot of faculty, and attending classes online was not necessarily “in the plan” for many students. It is recognized and appreciated by me and others that moving the college fully online has been no small task. It is further recognized and appreciated that the wheels of education continue to turn and the need to satisfy the requirements of curriculum, accreditation, evaluations and the like continues, as does the work on large projects such as Guided Pathways, eLumen, and Strategic Enrollment Management that were initiated before the pandemic. People that I have spoken to recently have simply stated, “there is just a lot going on right now.” Please know your voices are heard, and as we navigate this year together, we’ll be looking for ways to make things better and easier. If you recognize a way to do things better and easier, please speak up! We’re interested in ways to save time and energy. I’m fond of saying let’s work smarter and not harder.

In this chaotic time, please find time and space to be good to yourself and realize that it’s okay if things are not perfect right now. Give yourself grace and permission to be a work in progress, whether that be personally or professionally. LMC has some of the most empathetic and compassionate people I have ever met, so please remind yourself of what you can change and what you can’t and know when and how to say “no”. Putting your oxygen mask on first is not a sign of weakness, but rather a sign of strength that allows you to help others more fully. If you are healthy and whole, think of all that you can do for someone else!

Most importantly, please know that you are not in this alone. The power of LMC is the power of “we”. We are in this together, and we can lean on each other, and we will get through this together. This holds true for all our challenges, including the current ones and those to come.

Sincerely,

Natalie

“Don’t let perfection become enemy of the good.”

Voltaire

**Instructional Team:**

Natalie Hannum
Vice President of Instruction

Nikki Moultrie
Dean of CE & Social Sciences

Ryan Pedersen
Dean of Math and Science

Eileen Valenzuela
Office of Instruction Supervisor

Irene Sukhu
Administrative Assistant II

Leetha Robertson
Senior Administrative
Assistant

Grace Villegas
Academic Scheduling
Specialist

Shondra West
Senior Administrative
Assistant

Additional Dean Support for
2020:

Dave Belman
Dean of Student Success

Chialin Hsieh
Dean of Planning &
Institutional Effectiveness

Sabrina Kwist
Dean of Equity & Inclusion

Accreditation Site Visit

Welcome Greeting – Monday, October 5, 9:00 - 9:45 a.m. via Zoom

- link: <https://4cd.zoom.us/j/99215573506?pwd=MzAvRDREanBmWmZCbU5zcU9MNnA4UT09> Passcode: 586498 (No pre-registration required)

Public Forum #1* – Tuesday, October 6, 8:00 - 8:45 a.m. via Zoom

- link: https://4cd.zoom.us/webinar/register/WN_fxSpUvrBTTek6nzjW1ritg

Public Forum #2* – Wednesday, October 7, 12:00 - 12:45 p.m. via Zoom

- link: https://4cd.zoom.us/webinar/register/WN_7FLyk7zCSIO5R4e0AdA4YA

** Registration for Public Forums is required. After you register, you will receive a confirmation email containing information about joining the forum.*

Exit Report- Thursday, October 8, 11:00 - 11:45 a.m. via Zoom

- <https://4cd.zoom.us/j/99052294672?pwd=cUpMM2pLWU5MdUhcQVRpNTEvcnpnZz09> Passcode: 586498 (No pre-registration required)

Health & Safety- Working from Home

Ergonomic Services

Remote ergo consultations are available by supervisor request for home or office workstations via Zoom, and in-person ergo evaluations are also available by supervisor request for office workstations only (with COVID19 safeguards in place). We also have an Ergonomic Resources for Remote Workers Email you may forward to staff working at home. For additional information or resources, please visit: <https://www.cccsig.org/health-safety/ergonomic-services/>

Need to borrow your office chair for home? We're following Human Resources Procedure 1080.05. Please place your request through your dean and plan with them to be on campus to pick it up.

Technology & Supply Requests

- It is understood that the identification of technology needs and getting them into your hands has been a long process. Your patience as we sort through all requests and try to take advantage of bulk ordering and cost savings is greatly appreciated. Distribution of requests is underway and is being coordinated by Eileen Valenzuela and the IT staff.
- To make a technology request in the future, go to InSite and click on the SysAid/Helpdesk tab and complete the ticket request.
- Office Supplies: if you need supplies such as paper, pens, etc., please email your requests to officeofinstruction@losmedanos.edu. You will be notified by an Ool team member when it is ready for pick up.

CAREs Act Resources for Teaching & Learning

Supplemental Instruction \$\$:

Funds are available to pay for supplemental instruction utilizing our valuable adjunct faculty to support student success during these challenging times.

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

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

Forms and instructions for participating in supplemental instruction can be found at <https://www.losmedanos.edu/intra-out/oi/resources.aspx> under CAREs Act Form tab.

Community Education: Learn, Motivate, Create

Do you ever just want to teach a class for fun? Make a few dollars, but not worry about learning outcomes, grading or updating course outlines? If you said yes, community education might be something to explore. LMC created the Learn, Motivate, Create community education program in 2018 in response to the community's request for a series of enrichment lectures on topics such as politics, religion, technology, and history to name a few. This program is just getting underway, but if you are interested doing enrichment lectures please contact David Wahl at dwahl@losmedanos.edu

<https://www.losmedanos.edu/communityed/>

LEARN
MOTIVATE
CREATE

LOS MEDANOS
COLLEGE

Remembering



Ruth Bader Ginsburg
Mar 15, 1933 - Sep 18, 2020

"Fight for the things that you care about. But do it in a way that will lead others to join you."

RBG