

FIRST FRIDAY FOCUS – DECEMBER 2019

(December 6, 2019)

Dear Faculty: Sharing the December edition of the *First Friday Focus* e-newsletter as issued by the Office of Instruction. This edition includes information related to full-time faculty electing to participate in the STRS reduced workload program; submission of grades deadline; Incompletes (non-evaluative grade symbol); and a summary list of past *First Friday Focus* newsletters for ease of reference.

This is my last *First Friday Focus* to you! I wish to thank President Kratochvil for his leadership and for his support of my joining the Los Medanos College team this past year. I had the good fortune of joining an exceptional instructional, student support services, institutional effectiveness and student equity “dean team” comprised of: Dave Belman, Jeffery Benford, Natalie Hannum, Chialin Hsieh, Sabrina Kwist, Nikki Moultrie, Ryan Pedersen, and Nancy Ybarra. Their dedication to you and your work on behalf of students is commendable. Special thanks to Jennifer Adams, Leetha Robertson, and the Office of Instruction staff – Anthony Duldulao, Eileen Valenzuela, Grace Villegas and Shondra West. I firmly believe the work ahead will be well led by Vice President’s Dr. Carlos Montoya and Dr. Tanisha Walker. I sincerely wish you all the best!

PRE-RETIREMENT REDUCTION OF FACULTY ANNUAL WORKLOAD – ARTICLE 14.2

Full-time faculty electing to participate in the STRS reduced workload program must submit the application the President’s Office by **Thursday, February 13, 2020** - application attached.

FINAL GRADES, POSITIVE ATTENDANCE, AND POSITIVE ATTENDANCE ROSTERS

Please be reminded that final grades, positive attendance, and positive attendance rosters must be posted no later than three (3) working days after the end of the term. Delays to submitting grades impacts student records, particularly, students awaiting grade reports to ensure their successful transfer and the College’s projected apportionment planning processes.

INCOMPLETE NON-EVALUATIVE GRADE SYMBOL

An 'I' (Incomplete) may be given in lieu of a grade if there are incomplete assignments, projects or tests, as a result of an unforeseen emergency beyond the control of the student toward the end of a semester. Students have up to one year to complete the coursework in order to receive a grade. Incomplete contracts are available in the Admissions & Records Office. If the student does nothing to complete the course within the year timeframe (or timeframe you select at grading), the grade assigned at the completion of the course (IB, IC, ID, IF) will automatically populate on the student’s record (B, C, D, F). For more information, please refer to District procedure, [Curriculum and Instruction 4001, Standards of Scholarship](#) (linked).

PAST FIRST FRIDAY FOCUS E-NEWSLETTERS

In case you missed it, the September, October and November e-newsletters are attached for ease of reference. Shown below is a list of items noted in each edition – *please refer to the respective edition for more detailed information.*

November 2019	
Item	Topic
1	<i>Faculty Evaluation Observation</i> – please be reminded that participation in faculty observations, pre-conference or post-conference meetings should be done outside the evaluating faculty’s regularly scheduled class and lab times.
2	<i>Box 2A – LMC Full-time Hiring Committee</i> – Box 2A next steps and calendar of key dates.
3	<i>LMC Cybersession</i> – Cybersession with a focus on general education to commence fall 2020 for departments and faculty interested in pursuing this effort.

4	<i>Distance Education</i> – progress continues to be made with regards to distance education. LMC will extend student support services utilizing Cranium Café, NetTutor and HonorLock.
5	<i>Last Day to Withdraw</i> – the last day to withdraw from fall 2019 semester was November 15, 2019.
6	<i>Spring 2020 LMC Spring Textbooks Orders</i> – books orders due!
7	<i>Instructional Program Review Year 3</i> – program review due November 27, 2019.
8	<i>LMC Website</i> – the accreditation team will review the LMC website; to that end, please ensure that department sites are current and all links are operational.
9	<i>Quotable Quote</i> – “When we try to pick out something by itself, we find it hitched to everything else in the universe.” – John Muir
First Friday Focus – October 2019	
Item	Topic
1	<i>An Update On Computer Lab Hours</i> – this item provides a list of computer lab hours.
2	<i>Cybersession On The Horizon</i> – this item provides an update to the LMC Cybersession effort.
3	<i>Program Review Made Easy</i> – this item provides an overview of a newly implemented program review process and the use of Tableau in reporting program data.
4	<i>Quotable Quote:</i> “When a flower doesn’t bloom you fix the environment in which it grows, not the flower.” – Alexander Den Heijer
First Friday Focus – September 2019	
Item	Topic
1	<i>If You Must Be Out, Please Check In</i> – this item provides information regarding reporting absences to the Office of Instruction.
2	<i>Excessive Cancellations and Impact to Awarding Course Credit and Apportionment</i> – this item describes that excessive absences can trigger a situation whereby the college cannot award course credit nor can the college receive apportionment.
3	<i>New Absence Reporting Signing</i> – new absence reporting process launched in August 2019.
4	<i>Compliance With Course Grading</i> – this item reiterates that the District hiring practices do not allow subcontracting of work and this includes grading student assignments by individuals that do not meet the minimum qualifications.
5	<i>District Issued Email Address</i> – this item is a reminder to use the Los Medanos College issued email address when engaging in college and LMC student.
6	<i>eLumen Is On The Way</i> – this item provides information on the Districtwide eLumen application and implementation plan.
7	<i>Impact On Students Due to Late Book Orders</i> – as always, it’s critically important for book orders to be submitted timely.
8	<i>EOPS Students Benefit From Timely Book Orders</i> – here again, the importance of submitting book orders timely and how students engaged in student success programs and learning communities benefit from early and timely book orders with the use of book vouchers.
9	<i>LMC Connect - \$1,000 Available to LMC Instructional Departments</i> – the instructional department demonstrating the highest percent increase in using LMC Connect to better serve students.
10	<i>Quotable Quote:</i> “Education is for improving the lives of others and for leaving your community and world better than you found it.” - Marian Wright Edelman

DECEMBER QUOTABLE QUOTE

“As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them.” – John Fitzgerald Kennedy

Best wishes for a sensational and safe winter break.

Thank you and for all that you do for students, your colleagues and community.