

FIRST FRIDAY FOCUS – NOVEMBER ISSUE

(November 1, 2019)

Dear Faculty: Sharing the November 2019, edition of the *First Friday Focus* e-newsletter as issued by the Office of Instruction. This edition includes information on the following topics: Faculty Evaluation Observations, Box 2A, the LMC Cybersession, Distance Education, Last Day to Withdraw, Spring 2020 Textbook Orders, Instructional Program Review, and LMC website.

We invite you to submit topics of interest for the December 2019 *First Friday Focus* to Sally Montemayor Lenz at smontemayor@losmedanos.edu and Leetha Robertson at lrobertson@losmedanos.edu by Monday, December 2, 2019.

Faculty Evaluation Observations

With faculty evaluation season in full swing, we are grateful for the work that you all are doing to make this process meaningful and productive in helping our faculty be the best they can be for our students. We understand the challenges that come with scheduling both the observation times and the various meetings that are associated with each evaluation process and are appreciative of the flexibility and work that faculty do to ensure that this important work is completed. With this in mind, however, we need to be careful not to sacrifice the instructional integrity of our classrooms and labs by missing scheduled lab and classroom time in order to perform evaluation related work. Evaluation of faculty is to be completed either as a part of a faculty members professional obligation per Article 7.7 of the UF contract, or as an activity that receives additional compensation as outlined in Article 20.4 of the UF contract. To this end, evaluation related activities such as observations, pre-conference or post conference meetings, etc. should be done outside of the evaluating faculty's regularly scheduled class and lab times. If this is not possible, then faculty should be working with their departments and deans to ensure that the faculty that they are being assigned to evaluate are chosen and distributed with appropriate consideration to the class and lab schedules of evaluators involved. Thank you for your earnest support of our outstanding faculty through the evaluation process.

Box 2A – LMC Full-time Faculty Hiring Committee

The Box 2A LMC Full-time Faculty Hiring Committee met earlier this week and reviewed a total of 17 proposals reflecting 25 prospective full-time faculty positions. Results of the Box 2A recommendations and an updated calendar of key dates will be released early next week. Thank you for your patience!

LMC Cybersession

The Academic Senate is commended for its review and recommendation of supporting an LMC Cybersession. At this juncture, the collective collegewide recommendation is to offer an LMC Cybersession commencing fall 2020. This will allow the College to put in place additional student support services for online students, an opportunity to better assess the courses to be offered, and faculty load as it pertains to discussions being held at the District Office. Stay tuned for more to come on the effort of meeting student demand for online courses.

Distance Education

As you may know, the LMC Distance Education effort is being led by Drs. Laurie Huffman, Penny Wilkins, Sophia Ramirez, and Luis Zuniga. A tremendous amount of work is being done to meet the terms and conditions of the CVC-OEI grant as well as college goals with special attention to student support services. Through the efforts of Laurie, Penny, Sophia, Luis and Dean Natalie Hannum, LMC will implement Cranium Café, HonorLock, and expansion of NetTutor commencing with the spring 2020 term. These efforts will complement the upcoming LMC Cybersession for fall 2020. Congratulations to this entire team of experts!

Last Day to Withdraw – Friday, November 15, 2019

The last day to drop a class is Friday, November 15, 2019. Make certain that students have access to their grades and standing in your class prior to the drop date so that they may make an informed decision about remaining in the course.

Spring 2020 LMC Spring Textbook Orders

You received an email from Arvella Tutt regarding LMC Spring Textbook Orders, given the importance of this activity, we are sending it again. Please be reminded that the LMC Bookstore is preparing to set up the textbook shelves for the next spring 2020 semester. This includes returning textbooks that are no longer in use or will not be used next semester. Textbooks need to be returned to the publisher in accordance with the refund policy guidelines. Please let Ms. Tutt know if you will be assigning any remaining textbooks or novels that you originally required for your students between now and the end of the semester so that the bookstore can keep these titles on hand. Additionally, the LMC Bookstore is still waiting on some outstanding textbook orders. If you have made your final decisions, contact the LMC Bookstore **AS SOON AS POSSIBLE** so that they can reserve titles as well as set up the buy-back for our students at the end of the semester. **By way of a friendly reminder, registration begins in less than 3 weeks.** Also, in order for LMC to remain in compliance with federal law, we need any outstanding textbook orders as soon as possible to provide up-to-date information to students. Thank you for your attention to this matter – students appreciate it!

Contact Information:

Arvella Tutt: Textbook Buyer

Phone: (925) 473-7542

Website: <https://www.lmcbookstore.net>

Instructional Program Review Year 3

Please be reminded that Section 2 of the Instructional Program Review is due November 27, 2019, to your respective dean. Please contact your respective Dean should you have any questions.

LMC Website

Please review your respective department websites and ensure that department information is up-to-date and the links are operational. Maintaining current information is critical to showcasing our programs and be mindful that the Accreditation Committee will also be accessing the LMC website.

QUOTABLE QUOTE

“When we try to pick out anything by itself, we find it hitched to everything else in the universe.”

-John Muir