

LOS MEDANOS COLLEGE

FIRST FRIDAY FOCUS

(September 6, 2019)

Dear Faculty: As mentioned in the May 22, 2019, note to faculty, the Office of Instruction will issue a *First Friday Focus* e-newsletter on the first Friday of the month to disseminate information more broadly on matters being discussed at the college and district. Please submit topic items for the October 2019 *First Friday Focus* to Sally Montemayor Lenz and Leetha Robertson by Monday, September 30th.

IF YOU MUST BE OUT—PLEASE CHECK IN!

Submitted by the Office of Instruction Staff

If you will miss any classes for any reason you must report your absence. If you know ahead of time that you will be absent for conferences, medical appointment, etc. you should complete a Leave Request and submit it to your Dean for approval **PRIOR** to your leave. Please indicate on the leave request which classes will have a substitute or will be cancelled, if any. The leave requests are now available on the Office of Instruction [web page](#). If you are sick or you have an emergency and need to cancel your class(es) for the day, please call (925) 439-2181 ext. 78189. **as early in the day as possible** to report your absence. Please provide the following information:

- Your name
- Reason for absence
- Class(es) you are cancelling including:
 - o the time and location for each class
 - o if needed, a **short** message for your students.

The absence line is checked daily from 7:30 am – 5:30 pm. Please call **before 3:00 pm** if at all possible to report your evening classes. If you have an emergency and it is close to your class starting time, please call Leetha Robertson at (925) 473-7408 or Shondra West at (925) 473-7409 so the information can be posted on time.

EXCESSIVE CANCELLATIONS AND IMPACT TO AWARDING COURSE CREDIT AND APPORTIONMENT

Submitted by the Office of Instruction Staff

Pursuant to the Accrediting Commission for Community and Junior Colleges ([ACCJC](#)), and Contra Costa Community College District Curriculum and Procedure [4001](#), the awarding of credit is, in part, based on the contact hour. On average and based on the 16-week calendar, each class meeting time is scheduled to produce more than the same one-contact-hour per class found in traditional calendars. When calculating the contact hour, please refer to the [academic calendar](#) to see how many meetings days there are for each scheduled day. For any given day, if classes are scheduled only on that day of the week, 14 meeting days are needed to generate the minimum required contact hours. Using this fall as an example, if a class meets only on Mondays for the absolute minimum scheduled contact hours, any cancellations should be made up as there would not be enough contact hours generated by the remaining 13 meetings. For classes scheduled on Mondays and Wednesdays, up to two classes could be cancelled in any combination of M/W because there are 16 Wednesday meetings, or two “extra” beyond the minimum. Our standard scheduling pattern actually generates overall about 18 contact hours per unit, or 54 per three-unit class. ***Excessive cancellations can trigger a situation whereby the college cannot award course credit nor can it receive apportionment.*** The District has had past audit exceptions where apportionment has had to be repaid to the state. We owe it to our students to provide complete instruction in awarding credit as much as we owe it to the state when claiming apportionment. Please work with department chairs and deans to ensure your course meets the mandated instructional contact hours.

NEW ABSENCE REPORT SIGNING

Submitted by the Office of Instruction Staff

Gone are the days of paper absence reports for full-time faculty. Beginning with the August 2019 absence reports, full-time faculty were notified by email to certify their absence reports online. At the end of each month, full-time faculty will receive an email with the link to the certification page and will have four calendar days to certify the absence report. For added convenience, this process can be completed on or off campus and from any mobile device, computer or mac. Please notify your dean of any corrections **before** you certify. Any absence report amendments reported after certification are required to be reported to District Payroll office for correction.

COMPLIANCE WITH COURSE GRADING

Submitted by the Office of Instruction Staff

Concerns have been raised with regards to faculty hiring graders to grade student assignments. In consultation with the District Office, in order to instruct, and that assignment includes instruction, one must meet minimum qualifications (MQs). The District hiring practices do not allow subcontracting of work and this includes grading student assignments. Only hired faculty who meet the MQs may grade student assignments. The College faces serious Family Educational Rights and Privacy Act (FERPA) violations if student information is shared without consent. This includes the hiring of staff or issuing student assignments for grading to others. According to the District, "it is a clear violation of FERPA to share student data, grades, student IDs and/or access to Canvas to the point of that it could lead to termination."

DISTRICT ISSUED EMAIL ADDRESS

Submitted by the Office of Instruction Staff

During the Spring 2019 semester, the College experienced a serious student data breach because a faculty member used a personal email to share data files. The instructor inadvertently shared hundreds of student data files to include the student names, addresses, social security numbers, student IDs, and more. Because a personal email address was used to transmit the data, the District Office could not recall the email prior to the email being opened and read by others. As a result, the District had to contact each student, the Department of Education, and incur the costs of offering credit monitoring for all the students who had their records compromised. Please be advised that the use of a personal email address is not allowed when conducting College business. Per the District Office, we can infer that Article 7.8.5.3 applies to this issue.

eLumen is on the Way!

Submitted by Nikki Moultrie, Dean of Career Education and Social Sciences

Together with the District Office, we are implementing a district-wide new curriculum management system, eLumen! eLumen will streamline the submission, review, and tracking of curriculum proposals, as well as, Assessment Reporting and Program Review. This platform will allow us to focus on content and save valuable time for everyone involved!

All curriculum proposals will transition to the eLumen system during the 2020-2021 Academic Year (exact timing still TBD). In order to prepare for this transition, any new curriculum, revised curriculum, and/or supplements must be submitted to the Office of Instruction by November 1, 2019. All submissions that meet the deadline will be reviewed by the Curriculum Committee by the end of the Fall 2019 semester. The Spring 2020 term will be dedicated to loading and testing the eLumen application. While curriculum can continue to be developed or amended and submitted for review, approvals will not occur until Fall 2020. Updates will be provided throughout the semester.

IMPACT ON STUDENTS DUE TO LATE BOOK ORDERS

Submitted by Bob Estrada, Bookstore Manager

Each semester, the Bookstore receives 20-25% of book orders **after** the published deadline. It is essential to turn your textbook orders into the Bookstore on time for several reasons. The Higher Education Opportunity Act requires all educational institutions receiving federal money to provide students with course material information by the time they register for classes. The Bookstore fulfills LMC's obligation by posting this information on our website. On time textbook adoptions saves students money by allowing the Bookstore enough time to scour the used textbook market for less expensive books and to buy back from students those books that will be used again. It also gives the Bookstore more time to inform you of out-of-stock, out-of-print, or new edition situations. It's one of the best ways to maximize the chances that course materials will be available to students before the first day of class, which greatly enhances student retention and success. **Note: Be on the lookout an email during the week of September 23rd for Spring 2020 requisitions with an October 22, 2019 deadline.**

EOPS STUDENTS BENEFIT FROM TIMELY BOOK ORDERS

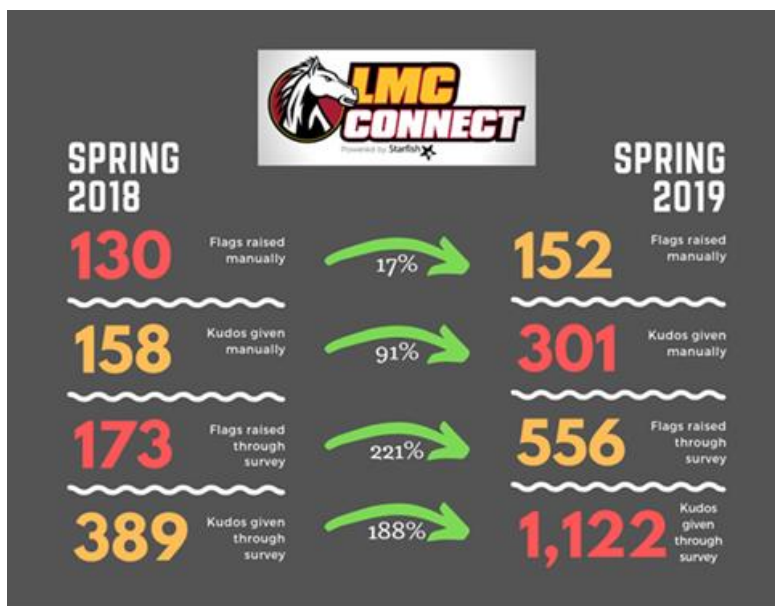
Submitted by Steven Freeman, Academic/Student Services Manager

Extended Opportunity Programs & Services (EOPS) is a state funded, student support program established to promote the enrollment, retention, persistence, and success of students from low-income, under-represented backgrounds. The most popular service is textbook assistance, which ranges from \$225-\$350 based on funding. Students receive this assistance two weeks before classes start, but can only use the vouchers based on faculty textbook submissions to the bookstore. When textbook requests are submitted to the bookstore on time students are able to make an informed decision on how to effectively utilize their funds.

LMC CONNECT - \$1,000 AVAILABLE TO LMC INSTRUCTIONAL DEPARTMENTS!

Submitted by Carla Rosas, Senior Academic/Student Services Manager

[LMC Connect](#) (powered by Starfish) is an "early alert" technology and communication tool that helps the LMC community identify students who need additional support in real time and connects students with critical resources. Since going "LIVE" in fall 2018, we have made great strides as a community of support with a continuous increase in campus engagement - sharing the data:



AWARDING LMC SUPER-STARS - *correction*, one award will be made to the department showing the highest percent increase in using LMC Connect to better serve students

This fall 2019, we would like to introduce a program that recognizes our faculty and staff LMC Super Stars. Moving forward, the department that shows the highest percent increase in the number of progress surveys completed will receive a \$1,000 LMC Connect award for instructional department materials and supplies. Fall 2019 progress surveys will open on Wednesday, September 11th and will remain open until Wednesday, October 9th. For more information check out the [LMC Connect](#) webpage. For additional support, please email us at: LMCConnect@losmedanos.edu.

KEY DATES TO REMEMBER IN SEPTEMBER

Friday, September 6

- Late Registration—Add Authorization Required
- Last day to add full-term classes
- Last day to drop full-term classes in person without a W

Monday, September 9 & 23

- Academic Senate meeting 3:00-5:00 pm in L109

Monday, September 16 & 30

- College Assembly – 3:00-5:00 pm in L109

Wednesday, September 25

- Box 2A Applications Due

QUOTABLE QUOTE

“Education is for improving the lives of others and for leaving your community and world better than you found it.” - Marian Wright Edelman