

OFFICE OF ACADEMIC AFFAIRS

SPRING 2019 NEWSLETTER

UPDATES TO THIS NEWSLETTER CAN BE FOUND ON THE COLLEGE'S WEBSITE



DISTRICT ADMINISTRATION

Dr. Francisco C. Rodriguez, Chancellor
Dr. Melinda A. Nish, Interim Deputy Chancellor
Dr. Ryan Cornner, Vice Chancellor of
Educational Programs & Institutional Effectiveness
Dr. Robert B. Miller, Vice Chancellor of Finance
and Resource Development
Dr. Albert J. Roman, Vice Chancellor for
Human Resources
Dr. Jeffrey M. Prieto, General Counsel
David Salazar, Chief Facilities Executive

BOARD OF TRUSTEES

Mike Fong, President
Andra Hoffman, Vice President
Steven F. Veres, 2nd Vice President
Gabriel Buelna, Ph.D.
Ernest H. Moreno
Scott J. Svonkin
David Vela
Kellie N. Williams, Student Trustee

LOS ANGELES CITY COLLEGE ADMINISTRATION

Dr. Mary P. Gallagher, President
Alen R. Andriassian, Acting Vice President of
Student Services
Anil K. Jain, Acting Vice President of
Administrative Services
Dr. James Lancaster, Interim Vice President of
Academic Affairs

ACADEMIC AFFAIRS ADMINISTRATION

Dr. Anna Badalyan, Dean of Institutional Effectiveness
Dr. Thelma J. Day, Dean of STEM
Dr. Carol A. Kozeracki, Dean of Liberal Arts
Dr. Vi Ly, Dean of Performing and Visual Arts & CTE
Fabiola P. Mora, Associate Dean of CTE and Workforce
Dr. Imelda Perez, Assistant Dean of Non-Credit Programs
Angelica Ramirez, Dean of Non-Credit Programs
Dr. Armando Rivera-Figueroa, Dean of CTE
and Workforce



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GREETINGS

Hello LACC Faculty,

It has been just a couple of weeks since I started as the Interim Vice President of Academic Affairs. Despite my first few days being rainy ones, the reception and welcome from the faculty and staff has been great. I toured a few areas on campus and am eager to visit more of them over the next few weeks to see and hear about the great programs you have built here at the City's College. The energy so far has been terrific and I'm looking forward to seeing the energy spike as the spring term kicks off.

There are a couple of additional new faces joining the Academic Affairs team. Please welcome Dr. Armando Rivera-Figueroa, Dean of Career Technical Education and Workforce. Dean Rivera-Figueroa comes to us from ELAC where he served as the Dean of STEM programs. Also, please welcome Fabian Naranjo, Administrative Aide. Fabian will be serving in what is commonly referred to as the curriculum assistant role.

As you scan through this document it will look very similar to the document sent out and posted in the fall term. I do want to thank the team in Academic Affairs, especially Amy Ho, who went through and updated the pages with current dates, numbers, and names on short notice so we could get it out to you. I apologize if you were looking for something radically different, there was not enough time to make big changes.

At five days before the start of the spring semester our headcount (99%), enrollment (96%), and enrollment per section (93%) are all down slightly from last spring. There has been considerable effort over the last few weeks to contact students through emails, text messages, and phone calls encouraging them to register or pick up additional courses. This effort will continue through the weekend. However, once the semester begins the majority of the spring term enrollment work shifts to you. While this is by no means an exhaustive list, let me wrap this letter up and close with seven items that can make a difference:

1. Arrive to your classroom early next week and each day thereafter so you can welcome each student with a smile and interact some before each class begins.
2. Whether they are dedicated, desperate, or both; if you have the space, please consider adding students who show up looking to add your course, even if they might be a day or two late.
3. Monitor your rosters regularly and complete exclusions and drops in a timely manner. However, try to contact students by email/phone who have missed two or more days in a row or who are having attendance issues before dropping them. Encourage them to stay on track to finish by scheduling them to meet with you during an office hour or refer them to a counselor if they must drop the course.
4. Encourage students who are not full-time to pick up an additional class. Students who attend full-time are more likely to persist and complete their program of study.
5. Be helpful, available, and sympathetic. The quality of relationship students have with the faculty is a significant predictor of learning gains and success.
6. Create an engaging, active, and relevant learning environment.
7. Last, and most important, HAVE FUN!

Enjoy the spring term. I look forward to meeting you soon.

Dr. Jim Lancaster
Interim Vice President of Academic Affairs



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ABSENCES (FACULTY)

ALL FACULTY WILL BE REQUIRED TO REPORT THEIR ABSENCE TO BOTH ACADEMIC AFFAIRS AND THEIR DEPARTMENT CHAIR. YOU MUST SUBMIT AN ABSENCE CERTIFICATION / REQUEST FORM TO YOUR DEPARTMENT CHAIR THE FOLLOWING DAY.

The Office of Academic Affairs must be informed, as early as possible, if you are unable to meet your class. The staff in Academic Affairs will require the following information:

- Name and Employee Number
- Date(s) you will be absent
- Class / Subject Name and Section Number of each class you will miss
- Room Number and Time each class meets
- Reason for the absence

Academic Affairs Faculty Absences can be reached at 323-953-4000, Ext. 2070—this is a 24-hour line. Academic Affairs Staff (Cheryl Smiley and Vanessa Van Wagner) will post absences notices from 8 a.m. – 4:30 p.m., Monday to Friday.

[Click Here To Access Absence Certification / Request Form](#)

ACADEMIC AFFAIRS OFFICE HOURS

Monday – Thursday 8:00 a.m. – 7:30 p.m.
Friday 8:00 a.m. – 4:30 p.m.
Saturday..... 8:00 a.m. – 2:00 p.m.



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ACADEMIC AFFAIRS DIRECTORY

Dr. James Lancaster, Interim Vice President of Academic Affairs / (323) 953-4000, Ext. 2051 / AD 212

Angela Miller, Administrative Secretary (Ext. 1056 / AD 212)

Amy Ho, Instructional Assistant (Ext. 2068 / AD 210)

Dr Anna Badalyan, Dean of Institutional Advancement / (323) 953-4000, Ext. 2372 / AD 209

Dr. Christopher Lamb, Research Analyst (Ext. 2375 / AD 209)

Tiffany Min, Student Program Specialist (Ext. 2055 / AD 209)

Emil Mubarkshin, Research Analyst (Ext. 2377 / AD 209)

Tania Yanez, Administrative Analyst (Ext. 2374/ AD 209)

—Taron Hakobyan, Provisional Academic Scheduling Specialist (AD 209)

IDWG 5 Department—

- Library

IDWG 5 Programs—

- Program Mapper
- SLOs (Student Learning Outcomes)
- Staff & Organizational Development

Dr. Thelma Day, Dean of Science, Technology, Engineering and Math (STEM) / Ext. 2541 / AD 208 B

Fabian Naranjo, Administrative Aide (AD 208 C)

Vanessa Van Wagner, Senior Office Assistant (Ext. 2057 / AD 208 B)

IDWG 2 Department—

- Chemistry / Geophysical Sciences
- Life Sciences
- Math / CSIT / Electronics / CT / CAOT
- Physics / Engineering

IDWG 2 Programs—

- Accelerated College Transfer (ACT) Program
- Curriculum
- STEM Academy

Dr. Carol Kozeracki, Dean of Liberal Arts (Ext. 2061 / AD 208 C)

Cheryl Smiley, Senior Secretary (Ext. 2059 / AD 208 C)

IDWG 1 Departments—

- Communication Studies
- Counseling Classes Only
- English / ESL
- Learning Skills
- Modern Languages (formerly Foreign Languages)
- Philosophy
- Psychology
- Social Sciences

IDWG 1 Programs—

- Distance Education
- Dual Enrollment
- Student Services Liaison

Dr. Vi Ly, Dean of Performing and Visual Arts / CTE (Ext. 2060 / AD 208 C)

Cheryl Smiley, Senior Secretary (Ext. 2059 / AD 208 C)

IDWG 3 Departments—

- Cinema / Television
- Kinesiology / Health / Dance
- Music
- Theatre Arts
- Visual and Media Arts

IDWG 3 Programs—

- International Student Services



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ACADEMIC AFFAIRS DIRECTORY (CONTINUED)

Ms. Angelica Ramirez, Dean of Non Credit Programs, Adult Education, Basic Skills and WIOA Funding (Ext. 2588 / EWD 104)

Dr. Imelda Perez, Assistant Dean of Academic Affairs, Adult Education (Ext. 1570 / EWD)

IDWG 6 Department—

- Non Credit Classes

IDWG 6 Programs—

- Noncredit Student Success Support Programs
- Adult Education Block Grant (AEBG)
- Basic Skills

Dr. Armando Rivera-Figueroa, Dean of CTE and Workforce Education / Ext. 2596 / AD 208 A

Fabiola Mora, Associate Dean of Academic and Career Pathways (Ext. 1523 / AD 208 A)

Victor Facio-Diaz, SFP-Program Technician (Ext. 2594 / AD 208 A)

Pamela Gonzales, SFP-Office Assistant (Ext. 2597 / AD 208 A)

IDWG 4 Departments—

- Business Administration
- Child & Family Studies / Dietetics
- Dental Technology
- Law / Administration of Justice
- Nursing
- Radiologic Technology

IDWG 4 Programs—

- Career Technical Education
- CTE Career Exploration & Articulation
- Child Development Center
- Community Services Extensions – Continuing Education
- Cooperative Education
- Gateway to College
- LA HIGH-TECH



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ACADEMIC DEPARTMENTS DIRECTORY

	<u>Ext.</u>	<u>Location</u>
BUSINESS ADMINISTRATION (BRITT HASTEY) <ul style="list-style-type: none"> <li style="width: 33%;">• Accounting <li style="width: 33%;">• Finance <li style="width: 33%;">• Marketing <li style="width: 33%;">• Business <li style="width: 33%;">• International Business <li style="width: 33%;">• Real Estate <li style="width: 33%;">• Economics <li style="width: 33%;">• Management <li style="width: 33%;">• Supervision 	2547	AD 304
CHEMISTRY / GEOPHYSICAL SCIENCES (GLEN BAGHDASARIAN) <ul style="list-style-type: none"> <li style="width: 33%;">• Chemistry <li style="width: 33%;">• Environmental Science <li style="width: 33%;">• Geology <li style="width: 33%;">• Earth Science <li style="width: 33%;">• Geography <li style="width: 33%;">• Oceanography 	2600	SCI 324 B
CHILD AND FAMILY STUDIES / DIETETICS / CDC (KELI MILLER) <ul style="list-style-type: none"> <li style="width: 33%;">• Child Development <li style="width: 33%;">• Child Development Center <li style="width: 33%;">• Family & Consumer Studies 	2299	CD 202
CINEMA / TELEVISION (JEN VAUGHN) <ul style="list-style-type: none"> <li style="width: 33%;">• Cinema <li style="width: 33%;">• Television 	2631	CC 181
COMMUNICATION STUDIES (M. "SHAE" HSIEH) <ul style="list-style-type: none"> • Communication Studies 	2961	CC 187
COUNSELING (LUISA CORTEZ-ORTIZ) <ul style="list-style-type: none"> • Counseling 	2268	SSB 262
DENTAL TECHNOLOGY (ARAX COHEN) <ul style="list-style-type: none"> • Dental Technology 	2501	SCI 324 A
ENGLISH / ESL (BERNADETTE TCHEN) <ul style="list-style-type: none"> <li style="width: 33%;">• English <li style="width: 33%;">• E.S.L. <li style="width: 33%;">• ESL <li style="width: 33%;">• Linguistics 	2727	JH 301 A



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ACADEMIC DEPARTMENTS DIRECTORY (CONTINUED)

	<u>Ext.</u>	<u>Location</u>
MODERN LANGUAGES—<i>formally known as Foreign Languages</i> (MICKEY HONG)	2736	JH 111 G
<ul style="list-style-type: none"> <li style="width: 33%;">• American Sign Language <li style="width: 33%;">• French <li style="width: 33%;">• Russian <li style="width: 33%;">• Arabic <li style="width: 33%;">• Italian <li style="width: 33%;">• Spanish <li style="width: 33%;">• Armenian <li style="width: 33%;">• Japanese <li style="width: 33%;">• Chinese <li style="width: 33%;">• Korean 		
KINESIOLOGY / HEALTH / DANCE (AYKANUSH GEVANYAN)	2663	KINN 216
<ul style="list-style-type: none"> <li style="width: 33%;">• Dance Specialties <li style="width: 33%;">• Dance Techniques <li style="width: 33%;">• Kinesiology <li style="width: 33%;">• Dance Study <li style="width: 33%;">• Health <li style="width: 33%;">• Kinesiology Major 		
LAW / ADMINISTRATION OF JUSTICE (WILHELM VARGAS)	2754	HH 200 H
<ul style="list-style-type: none"> <li style="width: 33%;">• Administration of Justice <li style="width: 33%;">• Corrections <li style="width: 33%;">• Law 		
LEARNING SKILLS (CAROL KOZERACKI—ACTING)	2061	AD 208 C
<ul style="list-style-type: none"> <li style="width: 33%;">• Learning Skills <li style="width: 33%;">• Tutoring 		
LIBRARY (BARBARA VASQUEZ)	2407	MLK 114
<ul style="list-style-type: none"> • Library Science 		
LIFE SCIENCES (GREGORY GONSALVES)	2796	SCI 222 E
<ul style="list-style-type: none"> <li style="width: 33%;">• Anatomy <li style="width: 33%;">• Microbiology <li style="width: 33%;">• Biology <li style="width: 33%;">• Physiology 		
MATH / CSIT / ELECTRONICS / CT / CAOT (KIAN KAVIANI)	2811	FH 101 O
<ul style="list-style-type: none"> <li style="width: 33%;">• CAOT <li style="width: 33%;">• CSIT <li style="width: 33%;">• Math <li style="width: 33%;">• Computer Technology <li style="width: 33%;">• Electronics 		



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	<u>Ext.</u>	<u>Location</u>
MUSIC (CHRISTINE PARK) • Music	2887	HAMC 146
NURSING (CHRISTIANA BASKARAN) • Nursing	2537	SCI 222 C
PHILOSOPHY (JULIO TORRES) • Philosophy	2763	HH 200 C
PSYCHOLOGY (ROCHELLE SECHOOLER) • Psychology	2930	HH 100 G
RADIOLOGIC TECHNOLOGY (ISRAEL FONSECA) • Radiologic Technology	2942	RT 3 A
SOCIAL SCIENCES (ANTHONY CLARK) • African-American Studies • History • Sociology • Anthropology • Humanities • Chicano Studies • Political Science	2949	FH 219 F
THEATRE ARTS (TONY MAGGIO) • Theater	2983	THEA 208
VISUAL AND MEDIA ARTS (LAURA PALEY) • Art • Journalism • Art History • Photography	2519	CHEM 119 C



OFFICE OF ACADEMIC AFFAIRS SPRING 2019 NEWSLETTER

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ADMINISTRATOR COVERAGE FOR SPRING 2019 (LOS ANGELES CITY COLLEGE)

MONDAY – THURSDAY EVENING (5:00 PM – 9:00 PM) AND SATURDAY (8:00 AM – 2:00 PM)

2019		FEBRUARY		MARCH		APRIL		MAY		JUNE	2019
MON	04	RUBALCAVA			01	HOLIDAY					MON
TUES	05	YAMANISHI			02	SPRING BREAK					TUES
WED	06	PORSCHÉ			03	SPRING BREAK	01	RIVERA			WED
THUR	07	DAY			04	SPRING BREAK	02	DEREGHISHIAN			THUR
SAT	09	HOLMES	02	PORSCHÉ	06	HOLMES	04	YAMANISHI	01	ENGLE	SAT
MON	11	RUBALCAVA	04	BADALYAN	08	VILLAR	06	BADALYAN	03	PEREZ	MON
TUES	12	O'CONNOR	05	RAMIREZ	09	O'CONNOR	07	RAMIREZ			TUES
WED	13	DAY	06	RIVERA	10	PORSCHÉ	08	LESNER			WED
THUR	14	DEREGHISHIAN	07	KOZERACKI	11	DEREGHISHIAN	09	GARCIA			THUR
SAT	16	HOLIDAY	09	LESNER	13	HARRINGTON	11	HOLMES			SAT
MON	18	HOLIDAY	11	KOZERACKI	15	BADALYAN	13	VILLAR			MON
TUES	19	RUBALCAVA	12	O'CONNOR	16	YAMANISHI	14	O'CONNOR			TUES
WED	20	KOZERACKI	13	MORA	17	RIVERA	15	LY			WED
THUR	21	GARCIA	14	PEREZ	18	ENGLE	16	LY			THUR
SAT	23	DAY	16	HOLMES	20	KOZERACKI	18	RIVERA			SAT
MON	25	RUBALCAVA	18	BADALYAN	22	HARRINGTON	20	HARRINGTON			MON
TUES	26	VILLAR	19	HARRINGTON	23	MORA	21	PORSCHÉ			TUES
WED	27	DAY	20	KOZERACKI	24	PEREZ	22	LY			WED
THUR	28	ENGLE	21	ENGLE	25	GARCIA	23	GARCIA			THUR
SAT		PORSCHÉ	23	DEREGHISHIAN	27	MORA	25	RAMIREZ			SAT
MON			25	LESNER	29	PEREZ	27	HOLIDAY			MON
TUES			26	YAMANISHI	30	MORA	28	LESNER			TUES
WED			27	RAMIREZ			29	VILLAR			WED
THUR			28	NON- INSTRUCTION			30	LY			THUR
SAT			30	SPRING BREAK							SAT

Administrative Cell Phone—(213) 804-6226

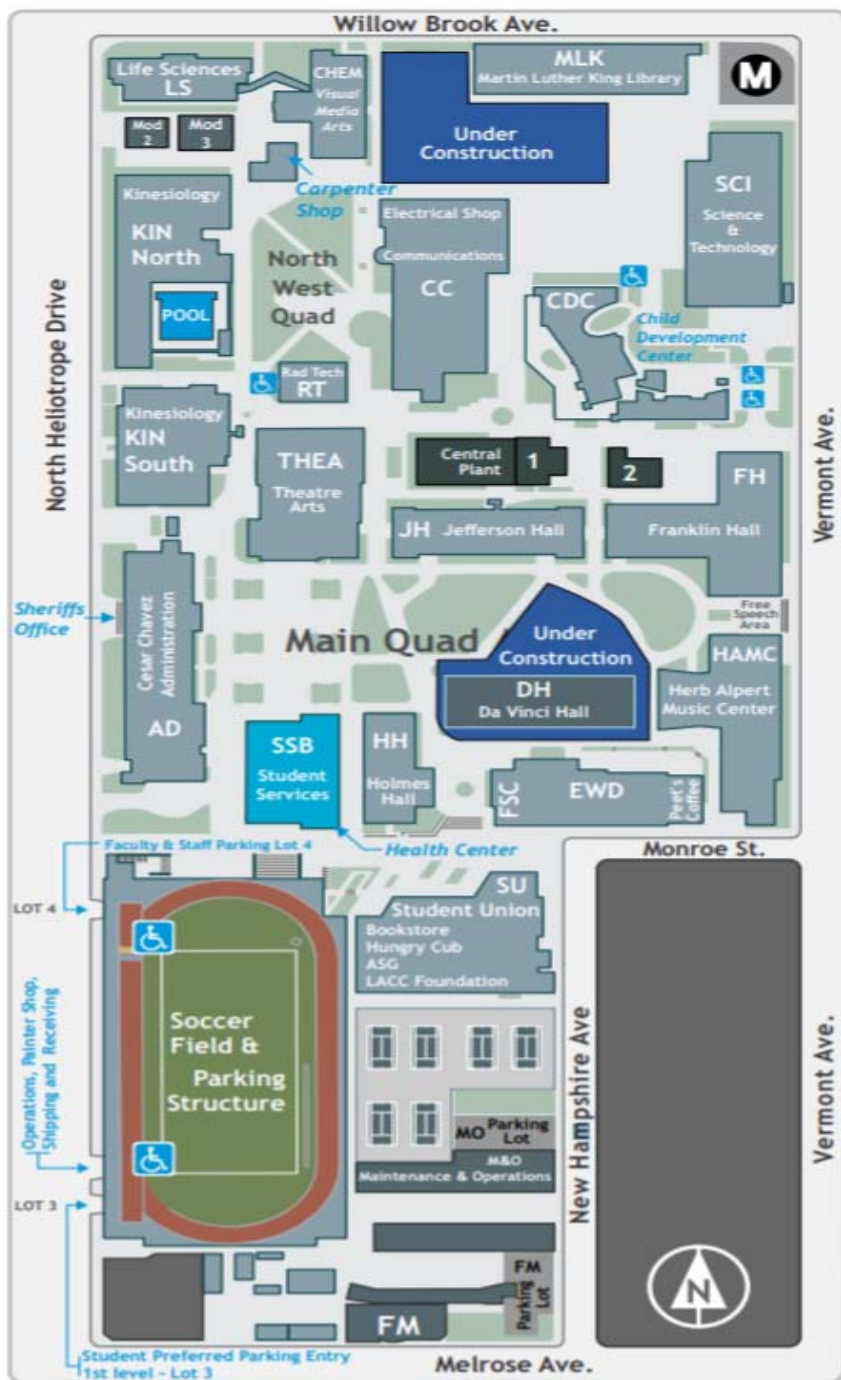
Sheriff's Office—LACC (AD 115) #3 from any Campus Phone or (323) 953-2911 (Emergencies Only) or (323) 953-4005 (Business / Non-Emergencies)
From Off Campus Phones: (323) 953-4000, then the listed 4-digit extension number below

[SUBJECT TO CHANGES--CLICK HERE TO ACCESS UPDATES TO THE ADMINISTRATOR COVERAGE FOR SPRING 2019](#)



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Campus Map

Address: | 855 N. Vermont Ave.
Los Angeles CA 90029

Telephone: | (323) 953-4000

www.lacitycollege.edu

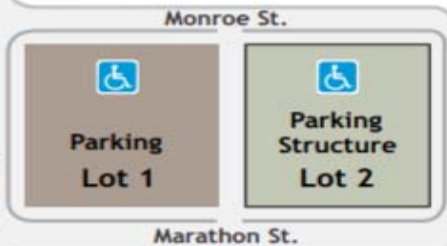
Note: We offer classes at various locations. Please check the schedule of classes and our website for more information.

For Los Angeles County Sheriffs (Campus Police): (323) 953-2911 or dial #3 on any campus phone.



SSB - New Student Services Building:

- Admissions & Records
- Assessment
- Business Office
- CalWORKS
- Career / Transfer Centers
- Counseling
- EOPE&S / CARE / NextUp
- Financial Aid
- First Year Experience
- Foster & Kinship Care Center
- Health & Wellness Center
- Honors Program
- International Students
- Matriculation - SSSP
- Office of Special Services
- Outreach and Recruitment
- TRIO
- Upward Bound
- Welcome Center



Note: Visual & Media Arts classes also in Mod 2 and Mod 3 Units.

Revised July 20th 2018

[CLICK HERE TO ACCESS UPDATES TO THE CAMPUS MAP](#)



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FACULTY ASSOCIATIONS

Academic Senate (Los Angeles City College)

The Los Angeles City College Academic Senate is the governing body of the Los Angeles City College Faculty Association. In accordance with section 53200 of Title 5 of the California Code of Regulations, the Academic Senate bears responsibility for establishing policy and maintaining standards in relation to all academic and professional matters at Los Angeles City College. The academic and professional matters (the "10+1") are:

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate

YOUR SPRING 2019 ACADEMIC SENATE EXECUTIVE COMMITTEE			
Name (Discipline)	Title	Office	Ext.
Dr. Dan Wanner (Music)	President	CH 143	2892
Dr. April Pavlik (Psychology)	Vice President / Curriculum Chair	AD 208 C	2463
Dr. Jayesh Bhakta (Engineering, Physics)	Budget / Finance / Membership Committee	SCI 222 D	2923
Liz Gnerre (Library)	Secretary	LIB 226	2409
Kamale Gray (Counseling)	Constitution & Bylaws Committee / Parliamentarian	AD 109 D	2216
Keli Miller (Family & Child Development / Dietetics)	Fellowship Committee	CDB 203	2299
Hector Plotquin (Math)	Academic Rank Committee	FH 101 N	2827
Daniel Ruiz (English / ESL)	Chair, Educational Policies and Program Integrity Committee & Chair, Professional Ethics Committee	JH 302 C	2726
Dr. Bernadette Tchen (English / ESL)	Elections Committee	JH 301 B	2727
Barbara Vasquez (Library)	Chair, Department Chairs Caucus	LIB 114	2407
Michael Kalustian (Communication Studies)	Faculty Professional Development Committee	CC 186	2964
Dr. John Freitas (Chemistry)	Past President	SCI 324 G	2605



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FACULTY ASSOCIATIONS (CONTINUED)

American Federation of Teachers, Local 1521 (AFT)—Los Angeles City College

AFT (American Federation of Teachers, Local 1521) is the faculty bargaining agent. The collective bargaining agreement (contract) covers faculty rights in employment; work environment, benefits, salaries, leaves, hourly seniority, summer/winter priority, grievance, and the academic calendar, among other issues. Please refer to the AFT Contract as the AFT Agreement. The AFT 1521 Contract is available on line at www.aft1521.org.

- Christine Park began her term as the new Chapter President on June 1, 2018.
 - Please email union issues and concerns to: christine.j.park@aft1521.org
 - On weekdays, all emails will be answered, but priority will be given to those that are urgent.
 - Emails will not be answered on weekends.
 - Please make an appointment if you need to talk in person. **Office location: HAMC #146 (Music building)**

- Nate Lorentz began his term as the new Grievance Representative on June 11, 2018.
 - Please email grievance issues and concerns to: nate.lorentz@aft1521.org
 - On weekdays, all emails will be answered, but priority will be given to those that are urgent.
 - Emails will not be answered on weekends.
 - Please make an appointment if you need to talk in person. **Office location: SCI TECH #324F**



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SPRING 2019 FINAL EXAM SCHEDULE

May 28, 2019 (Tuesday) – June 3, 2019 (Monday)

Please note:

- Each examination is scheduled for two hours. **Final exams for short-term classes shall be administered during the final two hours of the last class period.**
- **Every instructor is required to give a final examination following the schedule below.**
- Because of potential conflict within student's schedules, deviations from the final exam schedule **ARE NOT PERMITTED.**
- In case of a conflict, please consult your instructor.
- If students indicate that a conflict is occurring, instructors are advised to contact their supervising dean immediately.
- Every student is required to take a final examination.
- Final examinations are held in the room in which class is regularly scheduled.

M = Monday / T = Tuesday / W = Wednesday / R = Thursday / F = Friday / S = Saturday

Class Start Time	Class Meeting Day(s)	Final Exam Date	Final Exam Time
8:00 am	M	Monday, June 3	8:00 am - 10:00 am
8:00 am	MW	Wednesday, May 29	8:00 am - 10:00 am
8:00 am	MTWR	Wednesday, May 29	8:00 am - 10:00 am
8:00 am	MTW	Wednesday, May 29	8:00 am - 10:00 am
8:00 am	MWF	Wednesday, May 29	8:00 am - 10:00 am
8:00 am	TR	Tuesday, May 28	8:00 am - 10:00 am
8:00 am	TRF	Tuesday, May 28	8:00 am - 10:00 am
8:00 am	W	Wednesday, May 29	8:00 am - 10:00 am
8:00 am	R	Thursday, May 30	8:00 am - 10:00 am
8:00 am	F	Friday, May 31	8:00 am - 10:00 am
8:00 am	S	Saturday, June 1	8:00 am - 10:00 am
9:35 am	M	Monday, June 3	10:15 am - 12:15 pm
9:35 am	MW	Monday, June 3	10:15 am - 12:15 pm
9:35 am	MTWR	Monday, June 3	10:15 am - 12:15 pm
9:35 am	T	Tuesday, May 28	10:15 am - 12:15 pm
9:35 am	TR	Tuesday, May 28	10:15 am - 12:15 pm
9:35 am	W	Wednesday, May 29	10:15 am - 12:15 pm
9:35 am	R	Thursday, May 30	10:15 am - 12:15 pm
9:35 am	F	Friday, May 31	10:15 am - 12:15 pm
9:35 am	S	Saturday, June 1	10:15 am - 12:15 pm
11:10 am	M	Monday, June 3	10:15 am - 12:15 pm
11:10 am	MW	Wednesday, May 29	10:15 am - 12:15 pm
11:10 am	MTWR	Wednesday, May 29	10:15 am - 12:15 pm
11:10 am	T	Tuesday, May 28	10:15 am - 12:15 pm
11:10 am	TR	Thursday, May 30	10:15 am - 12:15 pm
11:10 am	W	Wednesday, May 29	10:15 am - 12:15 pm
11:10 am	R	Thursday, May 30	10:15 am - 12:15 pm
11:10 am	F	Friday, May 31	10:15 am - 12:15 pm
11:10 am	S	Saturday, June 1	10:15 am - 12:15 pm

SUBJECT TO CHANGES—CLICK HERE TO ACCESS UPDATES TO THE FINAL EXAM SCHEDULE (SPRING 2019)



OFFICE OF ACADEMIC AFFAIRS

SPRING 2019 NEWSLETTER

UPDATES TO THIS NEWSLETTER CAN BE FOUND ON THE COLLEGE'S WEBSITE

SPRING 2019 FINAL EXAM SCHEDULE (CONTINUED)

May 28, 2019 (Tuesday) – June 3, 2019 (Monday)

Please note:

- Each examination is scheduled for two hours. **Final exams for short-term classes shall be administered during the final two hours of the last class period.**
- **Every instructor is required to give a final examination following the schedule below.**
- Because of potential conflict within student's schedules, deviations from the final exam schedule **ARE NOT PERMITTED.**
- In case of a conflict, please consult your instructor.
- If students indicate that a conflict is occurring, instructors are advised to contact their supervising dean immediately.
- Every student is required to take a final examination.
- Final examinations are held in the room in which class is regularly scheduled.

M = Monday / T = Tuesday / W = Wednesday / R = Thursday / F = Friday / S = Saturday

Class Start Time	Class Meeting Day(s)	Final Exam Date	Final Exam Time
12:45 pm	M	Monday, June 3	1:00 pm – 3:00 pm
12:45 pm	MW	Wednesday, May 29	1:00 pm – 3:00 pm
12:45 pm	MTWR	Wednesday, May 29	1:00 pm – 3:00 pm
12:45 pm	T	Tuesday, May 28	1:00 pm – 3:00 pm
12:45 pm	TR	Tuesday, May 28	1:00 pm – 3:00 pm
12:45 pm	W	Wednesday, May 29	1:00 pm – 3:00 pm
12:45 pm	R	Thursday, May 30	1:00 pm – 3:00 pm
12:45 pm	F	Friday, May 31	1:00 pm – 3:00 pm
2:20 pm	M	Monday, June 3	3:15 pm – 5:15 pm
2:20 pm	MW	Monday, June 3	3:15 pm – 5:15 pm
2:20 pm	MWR	Monday, June 3	3:15 pm – 5:15 pm
2:20 pm	MTWR	Monday, June 3	3:15 pm – 5:15 pm
2:20 pm	T	Tuesday, May 28	3:15 pm – 5:15 pm
2:20 pm	TR	Tuesday, May 28	3:15 pm – 5:15 pm
2:20 pm	W	Wednesday, May 29	3:15 pm – 5:15 pm
2:20 pm	R	Thursday, May 30	3:15 pm – 5:15 pm
2:20 pm	S	Saturday, June 1	3:15 pm – 5:15 pm
4:00 pm	MW	Wednesday, May 29	3:15 pm – 5:15 pm
4:00 pm	T	Tuesday, May 28	3:15 pm – 5:15 pm
4:00 pm	TR	Thursday, May 30	3:15 pm – 5:15 pm
4:00 pm	W	Wednesday, May 29	3:15 pm – 5:15 pm
4:00 pm	R	Thursday, May 30	3:15 pm – 5:15 pm
4:00 pm	F	Friday, May 31	3:15 pm – 5:15 pm
4:40 pm	M	Monday, June 3	3:15 pm – 5:15 pm
4:40 pm	T	Tuesday, May 28	3:15 pm – 5:15 pm
4:40 pm	W	Wednesday, May 29	3:15 pm – 5:15 pm
4:40 pm	R	Thursday, May 30	3:15 pm – 5:15 pm

[SUBJECT TO CHANGES—CLICK HERE TO ACCESS UPDATES TO THE FINAL EXAM SCHEDULE \(SPRING 2019\)](#)



OFFICE OF ACADEMIC AFFAIRS

SPRING 2019 NEWSLETTER

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SPRING 2019 FINAL EXAM SCHEDULE (CONTINUED)

May 28, 2019 (Tuesday) – June 3, 2019 (Monday)

Please note:

- Each examination is scheduled for two hours. **Final exams for short-term classes shall be administered during the final two hours of the last class period.**
- **Every instructor is required to give a final examination following the schedule below.**
- Because of potential conflict within student's schedules, deviations from the final exam schedule **ARE NOT PERMITTED.**
- In case of a conflict, please consult your instructor.
- If students indicate that a conflict is occurring, instructors are advised to contact their supervising dean immediately.
- Every student is required to take a final examination.
- Final examinations are held in the room in which class is regularly scheduled.

M = Monday / T = Tuesday / W = Wednesday / R = Thursday / F = Friday / S = Saturday

Class Start Time	Class Meeting Day(s)	Final Exam Date	Final Exam Time
5:15 pm	MW	Wednesday, May 29	5:30 pm – 7:30 pm
5:15 pm	TR	Tuesday, May 28	5:30 pm – 7:30 pm
6:00 pm	M	Monday, June 3	5:30 pm – 7:30 pm
6:00 pm	MW	Wednesday, May 29	5:30 pm – 7:30 pm
6:00 pm	MTW	Wednesday, May 29	5:30 pm – 7:30 pm
6:00 pm	T	Tuesday, May 28	5:30 pm – 7:30 pm
6:00 pm	TR	Tuesday, May 28	5:30 pm – 7:30 pm
6:00 pm	W	Wednesday, May 29	5:30 pm – 7:30 pm
6:00 pm	R	Thursday, May 30	5:30 pm – 7:30 pm
6:50 pm	M	Monday, June 3	7:30 pm – 9:30 pm
6:50 pm	MW	Wednesday, May 29	7:30 pm – 9:30 pm
6:50 pm	T	Tuesday, May 28	7:30 pm – 9:30 pm
6:50 pm	TR	Tuesday, May 28	7:30 pm – 9:30 pm
6:50 pm	W	Wednesday, May 29	7:30 pm – 9:30 pm
6:50 pm	R	Thursday, May 30	7:30 pm – 9:30 pm
6:50 pm	F	Friday, May 31	7:30 pm – 9:30 pm

SUBJECT TO CHANGES—CLICK HERE TO ACCESS UPDATES TO THE FINAL EXAM SCHEDULE (SPRING 2019)



OFFICE OF ACADEMIC AFFAIRS

SPRING 2019 NEWSLETTER

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POLICIES AND PROCEDURES—LOS ANGELES CITY COLLEGE

CLASSROOM REGULATIONS

SMOKING (ANY TYPES), EATING, AND DRINKING ARE NOT ALLOWED IN THE CLASSROOMS. CHILDREN OR OTHER NON-ENROLLED PERSONS ARE NOT TO ACCOMPANY ANY STUDENTS TO CLASS AND / OR THE LIBRARY. PLEASE REFER TO THE COLLEGE CATALOG FOR DETAILS AND REMIND YOUR STUDENTS OF THESE REGULATIONS.

COPIERS

Copier machine is available for use by faculty in the Copy Center (AD 312). Please contact the Copy Center at Ext. 2870 for additional locations of copier machines throughout the campus.

EMAIL (LOS ANGELES CITY COLLEGE)

A campus email address is created, upon approval of your teaching assignment at the District Office. Faculty members should regularly check their LACC email account as campus notices and important announcements, including those of a time-sensitive nature, are distributed via this method.

FIELD TRIP (APPROVAL)

Two weeks prior to the trip for processing and District approval are needed.

MAILBOXES

All Faculty members are issued campus mailboxes and should check these throughout the term for important campus information and student messages. Mailboxes are located in the mailroom (AD 101). If you do not have a mailbox, please contact your Department Chairperson.

MISSION STATEMENT (LOS ANGELES CITY COLLEGE)

Los Angeles City College empowers students from the diverse communities it serves to achieve their educational and career goals by providing learner-centered pathways to success through transfer, career and technical education, and foundational skills programs.



OFFICE OF ACADEMIC AFFAIRS

SPRING 2019 NEWSLETTER

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POLICIES AND PROCEDURES—LOS ANGELES CITY COLLEGE (CONTINUED)

PeopleSoft (SIS)

The new PeopleSoft SIS system is now up and running. [CLICK HERE TO ACCESS ADDITIONAL INFORMATION IN REGARDS TO THE SIS SYSTEM.](#)

POSTING OF FLYERS

Bulletin Boards are located in each building to provide designated spaces for recruitment flyers and other notices. DO NOT post flyers and notices on easels, doors, windows or walls. To post an item, you MUST obtain approval from the Student Life (Student Union).

PREREQUISITE ENFORCEMENT

LACC enforces course prerequisites. Instructor approval to add a class does not waive a prerequisite. Students who completed a prerequisite at a college outside the LACCD should be directed to the Counseling Office (Student Services Center, 2nd Floor) or prerequisite clearance when the prerequisite has been completed at another institution. Additionally, students can obtain prerequisite challenge forms from the Admissions Office (Student Services Center, 1st Floor) or the Counseling Office (Student Services Center, 2nd Floor) and they can be submitted to the department chair for that discipline.

PRIVACY ALERT

Do NOT use social security numbers or student identification numbers (including the last four digits) when posting grades. Public use of these is illegal and violates students' privacy.



OFFICE OF ACADEMIC AFFAIRS

SPRING 2019 NEWSLETTER

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POLICIES AND PROCEDURES—LOS ANGELES CITY COLLEGE (CONTINUED)

RELIGIOUS HOLIDAYS (ACCOMMODATIONS FOR STUDENTS)

OPEN LETTER (LACCD)—

For your information, the appropriate process is for the instructor to accommodate the student's religious needs. The nature of the accommodation is up to the instructor as long as it is reasonable. Some possible options include, if it's just a matter of missing class, the student might get notes from another student or the instructor might share a PowerPoint if he/she is using one. If it's a test, the student might be given the option of taking it early or late, before or after the holiday absence. If an assignment is due while the student is absent, the student and instructor can discuss an appropriate date to turn it in. If it's a group project, the student might be permitted to tell her group what her limits are and try to make her contribution at an earlier or later time in the group work. There's no right or wrong way to accommodate; it just needs to work for both the student and the instructor. But it is important to make these accommodations. Not excusing the absences and not making accommodations such as these could be considered religious discrimination.

LOS ANGELES COMMUNITY COLLEGES
OFFICE OF THE CHANCELLOR
ADMINISTRATIVE REGULATIONS

INDEX NUMBER B-3

REFERENCE: Board Rule 2304, Article XII, 71201	TOPIC: Major Religious Holidays
ISSUE DATE: October 1, 1971	INITIATED BY: Business Services
CHANGES:	DATE OF CHANGES:

On major religious holidays |students shall not be required to register or attend classes.

SMOKING (CAMPUS) POLICY

Effective Monday, June 16, 2014, Los Angeles City College became a **SMOKE FREE ENVIRONMENT (INCLUDING NO VAPING)**. This has been approved by the Los Angeles City College Campus Council.



OFFICE OF ACADEMIC AFFAIRS

SPRING 2019 NEWSLETTER

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POLICIES AND PROCEDURES—LOS ANGELES CITY COLLEGE (CONTINUED)

STUDENT DISCIPLINE

The removal of students from a class by an instructor for disruptive behavior, cheating or any other violation of the District's Code of Conduct is frequently known as the "48 hours" suspension. District Board Rule 91101.11 (b) (5) authorizes an instructor to remove a student from the class for the day of the incident and the next class meeting.

If the behavior is not corrected or if a serious incident occurs which the instructor believes to warrant more than a 48-hour suspension, please contact your Department Chair and the Office of Student Services.

Students have due process rights in cases of more serious discipline policy violations that result in suspensions of 10 days or more that will afford them an opportunity for a disciplinary hearing. No hearings are required of shorter periods of suspensions, but students have the right to request a hearing.

Our recommendation to instructors anticipating student discipline problems is to promote a positive atmosphere in classes, remain consistent in policy and practice, to publish and distribute your policies and consequences each semester in your class syllabus, and to keep good notes. It is a good idea to discuss any problems with the student before the problem escalates.

It is most important to emphasize that the instructor cannot remove a student from the class without following proper procedures. Exclusion actions can be challenged by the grievance procedure if proper procedures and due process were not followed.

SUBSTITUTES IN CLASSROOMS

Except for special circumstances pre-approved by the Vice President of Academic Affairs, absent instructors will not be granted a substitute instructor for their missed classes until they have been absent more than 10% of the total meeting days of the class. For example, in a full-length 16-week primary term, a class taught two days per week would be granted a substitute after the third absence, and a class meeting only once a week would be granted a substitute after the first absence. Classes meeting four days a week would be granted a substitute after the sixth absence. Please contact your IDWG dean with any questions about this policy. In case of excessive absences requiring a substitute, all instructors should initiate the request for a substitute with their department chair who shall immediately notify the dean for confirmation of approval for the substitute. It is the department chair's responsibility to screen, approve, and assign substitute instructors within the parameters of this policy after receiving confirmation from the dean. Note: no substitutes are granted for classes designated as positive attendance hours.

SYLLABUS (MANAGING YOUR SYLLABUS)

Introduction—The ACCJC's comprehensive external evaluation visit in March 2016 resulted in a recommendation for compliance to "ensure that for every class section offered students receive a course syllabus that includes learning outcomes matching the institution's officially approved course outline of record." To address this recommendation, the Academic Senate approved on May 5, 2016 a course syllabus template that starting in Fall 2016 faculty will be required to include as an addendum to their syllabus. In July 2016, the Office of Institutional Effectiveness developed a mechanism to create an addendum for each course.

[CLICK HERE TO ACCESS ADDITIONAL SYLLABUS INFORMATION](#)



OFFICE OF ACADEMIC AFFAIRS

SPRING 2019 NEWSLETTER

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POLICIES AND PROCEDURES—LOS ANGELES CITY COLLEGE (CONTINUED)

TEST SCORING SERVICE

A Scantron scoring machine is available for use by faculty in the Copy Center (AD 312). Please contact the Copy Center at Ext. 2870 for additional locations of Scantron scoring machines throughout the campus.

TEXTBOOK SALE

Sale of textbooks by instructors in the classroom is prohibited. Pursuant to Government Code Section 1090 and Sections 59400-59408 of Title 5, the sale of textbooks by instructors is prohibited. Textbooks should be sold **ONLY** through the College Bookstore.



OFFICE OF ACADEMIC AFFAIRS

SPRING 2019 NEWSLETTER

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PROFESSIONAL DEVELOPMENT (FLEX) OBLIGATION

The Flexible Calendar (Flex) program consists of staff development activities “in-lieu-of” regular instruction. Flex activities (CCR, title 5, division 6, chapter 6, subchapter 8, article 2, section 55724, item a-4) can be, but are not limited to, training programs, group retreats, field experiences, and workshops in activities such as course and program development and revision, staff development activities, development of new instructional materials and other instruction-related activities.

The purpose of the flex program is to provide time for faculty to participate in development activities that are related to “staff, student, and instructional improvement” (title 5, section 55720).

The flex program allows faculty (full-time, part-time, instructional and non-instructional) and other college personnel the time to work individually or with groups to achieve improvement in three distinct areas:

- Staff improvement
- Student improvement
- Instructional improvement

The rationale for the flex program is that in a traditional 16-week semester, faculty members do not have time to devote to improvement activities. The flexible calendar provides methods for getting faculty together to deal with major issues, and recognizes the professional nature of instruction by giving individual faculty members time to focus on the three areas in addition to providing day-to-day classroom instruction. Flex activities must be connected to the improvement of performance in the workplace, and should be reviewed and evaluated as being in accordance with the mission and objectives of the institution.

The LACCD & AFT contract states that “employment at LACC brings with it an obligation that faculty will take on an appropriate share of professional responsibilities.” (Appendix Q.) One of these professional responsibilities is fulfilling the flex obligation. At LACCD the flex obligation is:

- For full-time faculty: 33.5 hours per academic year
- For adjunct faculty with adjunct teaching assignments (temporary adjuncts and full-time faculty with additional assignments) equals half the sum of the standard hours value of the fall assignment and the standard hours value of the spring assignment

Flex is required for nontraditional instruction such as PACE, TBA, DL, Dual Enrollment and noncredit, and regardless of whether the class is full semester or short term. For non-classroom faculty, required hours can be fulfilled by either working or participating in flex activities. The contract specifies the number of professional development days in the academic calendar. It allows faculty to bank any or all of the flex days except the mandatory on campus days. Although not required to attend the on-campus opening day meeting, adjunct faculty participation at that meeting qualifies toward their flex obligation.

The deadline for spring 2019 Flex are:

- Deadline for All Full-time faculty is June 7, 2019
- Deadline for all Spring Adjunct faculty is June 7, 2019

All Flex Reporting forms can be found on the Staff and Organizational Development website at—

<http://effectiveness.lacitycollege.edu/cc/SPC/sod/Documents/Forms/FlxRepInfo.aspx>

LATE REPORTS WILL NOT BE ACCEPTED



OFFICE OF ACADEMIC AFFAIRS

SPRING 2019 NEWSLETTER

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SPRING 2019 CALENDAR

SPRING 2019 SEMESTER INSTRUCTION DATES

MONDAY – THURSDAY CLASSES Begins.....	February 4, 2019 (Monday)
FRIDAY CLASSES Begins.....	February 8, 2019 (Friday)
SATURDAY CLASSES Begins	February 9, 2019 (Saturday)
FINAL EXAM WEEK Begins	May 28, 2019 (Tuesday) – June 3, 2019 (Monday)
GRADES DUE by	June 10, 2019 (Monday)

DEADLINES—LAST DAY TO*

ADD Traditional Classes with Permission Number	February 18, 2019 (Monday)
DROP Classes without Fee and without a “W”	February 18, 2019 (Monday)
DROP Classes for Refund	February 18, 2019 (Monday)
SUBMIT CENSUS	February 19, 2019 (Tuesday)
FILE for PASS/NO PASS	March 8, 2019 (Friday)
DROP with a “W”	May 5, 2019 (Sunday)

**These dates apply for most classes. Some classes are unique; please have students use their portal to review their class deadline calendar.*

DAYS COLLEGE IS CLOSED--*These dates Campus is Open, but No Classes

Presidents’ Day Holiday	February 15, 2019 (Friday) February 16, 2019 (Saturday) February 17, 2019 (Sunday) February 18, 2019 (Monday)
Non-Instructional Day	March 28, 2019 (Thursday)*
Spring Break	March 29, 2019 (Friday)* March 30, 2019 (Saturday) March 31, 2019 (Sunday)
Cesar Chavez Holiday	April 1, 2019 (Monday)
Spring Break	April 2, 2019 (Tuesday)* April 3, 2019 (Wednesday)* April 4, 2019 (Thursday)*
<i>Some Office May Be Closed All Day / Some Office May Be Closed at 12 pm (Please Contact The Offices Directly) ...</i> April 5, 2019 (Friday)*	

Memorial Day Holiday	May 27, 2019 (Monday)
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SUBJECT TO CHANGES--CLICK HERE TO ACCESS UPDATES TO CALENDAR TERM DATES FOR FISCAL YEAR 2018 - 2019



OFFICE OF ACADEMIC AFFAIRS

SPRING 2019 NEWSLETTER

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STUDENT LEARNING OUTCOMES ASSESSMENT

LACC is committed to ongoing outcomes assessment for continuous improvement of student learning and teaching strategies. The college relies on both full-time and adjunct faculty to participate in the SLO cycle by: (1) including the approved SLOs on syllabi; (2) conducting assessments in classes; and (3) using the results to improve student learning. For more information on faculty SLO responsibilities, read the [LACCD Contract Interpretation](#).

The Office of SLO Assessment provides consultation, resources, and training on outcomes assessment. You can access resources on how to write SLOs, create rubrics, and assessment deadlines on our [website](#). You can watch instructional videos on how to do assessment work on our [LACC Outcomes Assessment YouTube](#) channel. Information on spring 2019 workshops will be emailed to all faculty throughout the semester.

Contact Christine Tinberg, the Campus SLO Coordinator, for assistance. She is located in AD 315, at x1069, via email at tinbercm@lacitycollege.edu.

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