
LOS ANGELES SOUTHWEST COLLEGE SPRING 2023 FACULTY HANDBOOK



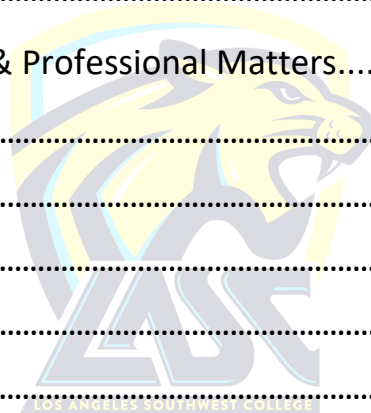
LASC Alumnus - Professor Edward Hector

February 6, 2023 - June 5, 2023

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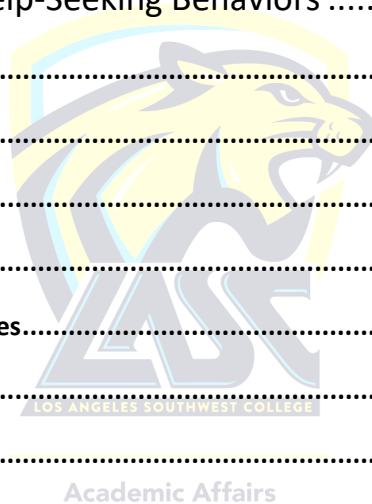
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ACADEMIC AFFAIRS SPRING 2023 HANDBOOK

Welcome

The Spring 2023 Semester begins February 6, 2023 and ends June 5, 2023. We have included essential information to assist faculty with answers to frequently asked questions, college policies, important dates, hours and location of campus services and general information. Please keep this booklet for quick reference.

Mission Statement

In honor of its founding history, Los Angeles Southwest College is committed to providing a student-centered and equitable learning environment designed to empower a diverse student population and the surrounding community to achieve their academic and career goals by:

- attaining certificates and associate degrees leading to transfer and workforce preparation
- eliminating systemic racism and exclusion
- becoming a model educational institution for the success of students of color

Los Angeles Community College District's Board of Trustees gave final approval to the Mission Statement. It had previously been approved by LASC's Strategic Planning Committee, Academic Senate, and College Council.

Vision

As a model institution of higher learning, Los Angeles Southwest College will transform the lives of our students of color and members of our surrounding community by supporting their pursuit of academic and personal goals.

Values

Accountability and Integrity: LASC responds to the needs of our community through the ethical assessment and implementation of our mission, vision, and values.

Collegiality: LASC creates a campus community of mutual respect and shared concern for the well-being of each other.

Excellence and Innovation: LASC ensures a culture of excellence using innovative pedagogy, technologies, and professional development resulting in our students meeting the highest standards.

Student Learning and Success: LASC provides a learner-centered environment that promotes academic excellence for its students by ensuring equity and clear pathways to transfer and job placement.

Civic Engagement: LASC sees itself through an equity lens focusing on academic success for our students, professional success for our employees, and personal success for members of our surrounding community. LASC is All In!

LASC Institutional Student Learning Outcomes

Institutional student learning outcomes, or institutional SLOs, are the knowledge, skills, and abilities a student is expected to leave an institution with as a result of a student's total experience. These outcomes may also be equated with GE (General Education) outcomes.

1. Communication (Oral and Written Skills)

Use language (oral and written) and non-verbal modes of communication appropriate to the audience and purpose.

2. Cognition (Reading Comprehension, Computational Skills, and Critical Thinking)

Use critical thinking and computational skills to analyze, synthesize, and evaluate ideas and information.

3. Information Competency (Information Competency and Technological Literacy)

Utilize research skills necessary to achieve educational, professional, and personal objectives.

4. Social Responsibility (Responsible Citizenship and Valuing Diversity)

Demonstrate sensitivity to and respect for others and participate actively in group and civic decision making.

5. Personal and Professional Development (Employability and Confidence Building)

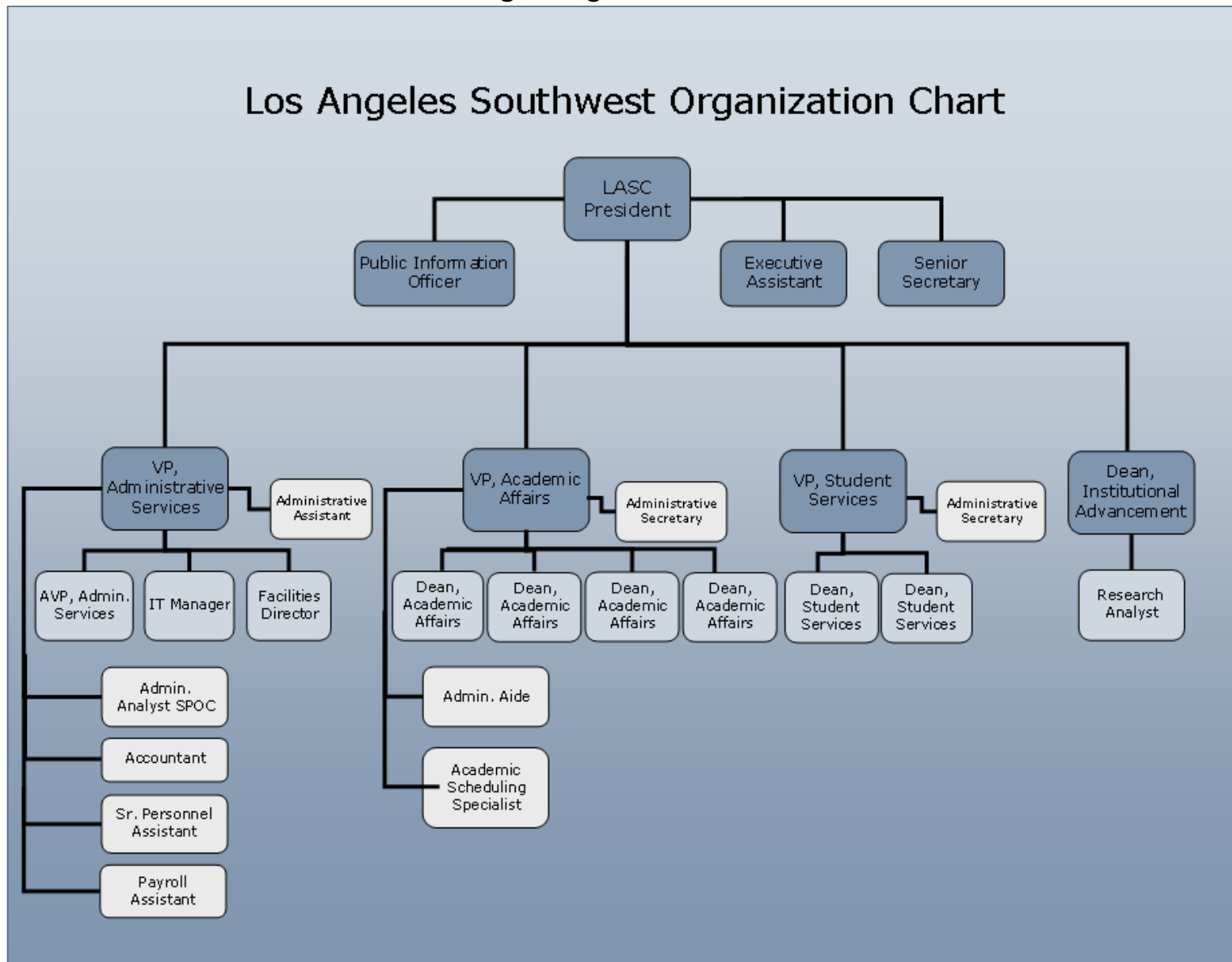
Demonstrate self-management, maturity, and growth through practices that promote physical, mental, and emotional well-being.

Faculty Orientation

Orientation for new faculty is held at the start of the Fall Semester. New faculty members: Please speak with your Department Chair to obtain all pertinent information.

Academic Affairs

College Organization Chart



Anthony Culpepper, Interim President
 Chauncine Stewart, Executive Assistant x5279
 Aracely Martinez, Admin Asst x5231
 Ko Moon x5462
 IT x5075
 Jamail Carter, Acting VP Student Services
 Rahmani Byley, Sr. Admin Asst x5298

Academic Affairs Directory Sheet
 Office of the Vice President COX 507
 Lawrence Bradford, Vice President
 Maria Cortez, Scheduler x5287
 Sinchell Nelson, Sr. Admin Asst x5256
 Cassaundra Walker, AFT 1521A Rep, Academic Scheduling Specialist x5473

Vacant, VP Administrative Services
 Aminika Lott, LASC HR Officer x5283
 Edward Francis, Payroll Asst. x5282
 Jason Zhu, Sr. Accountant x5490
 Brian Robinson, Stock Control Asst x5063
 Courtney Pierce, M&O x5065
 Sheriff x5311

Liberal Arts COX 520			Natural Science, Health, Kinesiology, SOS 104 Mathematics, Nursing & Curriculum			English & Foreign Languages, Distance COX 520 Education and Library		
Maisha Jones	Acting Dean	x5218	Tangelia Alfred	Dean	x5333	Vacant	Dean	x5297
Vacant	Admin Asst	x5232	LaTanya Drake	Admin Asst	x5468	Vacant	Admin Asst	x5232
Arts & Humanities COX 520			Natural Science, Health & Kinesiology SOS 101F			Library COX 2nd floor		
Katrina Taylor	Dept Chair	x5418	Kim Kang	Dept Chair	x5596	Parisa Samaie	Dept Chair	x5410
· Art	· Music		Ruben Villanueva	Secretary	x5296	English & Foreign Languages SSEC 123		
· Communication Studies	· Philosophy		· Anatomy	· Geology		Jeff Bohn	Dept Chair	x5597
· Humanities	· Theatre Arts		· Biology	· Health		· English	· Reading	
Behavioral & Social Sciences SSEC 216P			· Chemistry	· Kinesiology		· French	· Spanish	
Rasheed Saafir	Dept Chair	x5504	· Dance	· Microbiology		· Journalism		
Angie Venable	Secretary (SSEC 222)	x5539	· Environmental Science	· Physical Science		Career & Technical Education SOCTE 142		
· Administration of Justice	· History		· Environmental Studies	· Physics		Laura Perez	Acting Dean	x5388
· American Sign Language	· Political Science		· Geography	· Physiology		Rodnette Berger	Admin Asst	5363
· Anthropology	· Psychology		Mathematics TEC 281			Business SOCTE 234		
· Education	· Sociology		Lernik Saakian	Dept Chair	x5366	Allison Moore	Dept Chair	x5386
Child Development and Family Counseling CDC 207			Safir Larios-Ramirez	Secretary (TEC 310)	x5263	· Accounting	· Finance	
LaShawn Brinson	Dept Chair	x5023	· Mathematics			· Business	· International Business	
Office Support x5004			Nursing SOCTE 132			· Computer Applications	· Law/Paralegal	
· Child Development	· Family & Consumer Studies		Catherine Azibuike	Dept Chair	x5204	· Computer Science & Information	· Management	
Non-Credit & Continuing Education SSEC 116			Vacant	Sr. Office Assistant	x5461	· Computer Technology	· Manufacturing and Industrial Tech	
Laura Perez	Dean	x5552	· Registered Nurse	· For CNA go to SOCTE 142		· Economics	· Marketing	
Office Support		x5281				· Electronics	· Real Estate	
Non-Credit						· Engineering	· Supervision	

The Basics: Employee Information

Assignment categories, District portals, rating in, payment, understanding your paycheck, benefits, retirement

Assignment Categories

- Regular (permanent) employees have completed their probationary assignments and achieved tenure, usually in the 4th year of employment to commence the following fall semester.
- Probationary (tenure-track contract) faculty are still serving a four-year probationary period.
- Long Term Substitutes are considered temporary, non-contracted faculty.
- Limited Contract faculty have been appointed on a temporary contract, usually for a specially funded program or special assignment. Service in this status does not count toward tenure. Limited contract employees have the same benefits as other contract employees in certificated service.
- Non-contracted adjunct faculty work on a part-time basis and may not exceed a 67% load in the District except under special circumstances with a waiver approved by the union and the college president.
- The term “adjunct rate faculty” refers to those faculty teaching hourly rate classes, either as true adjunct faculty or as contract faculty teaching extra assignments in addition to their regular load. See Article 16 of the [Collective Bargaining Agreement](#) for seniority rules.

District Portals

To make changes to your personal information (e.g., address, bank account information, life insurance beneficiaries, make changes or enroll in health benefits), use the SAP portal from an on-campus computer. You'll find it in the box on the [Faculty/Staff Resources page](#) that has links to intranet sites with restricted access.

To log in: The default username is your email log-in name. The temporary password is your 2-digit birth month (May: 05) + the first letter of your last name (K if it's “Kaye”) + the last 4 digits of your social security number (2345): for example, “05K2345.” Then you can change it to whatever you would like.

To print your class rosters, exclude students, assign grades, email your students, and more, use the [PeopleSoft SIS System](#), accessible from any computer, on campus or off-campus. Tutorials are available on the Faculty/Staff Resources page.

To log in: Employee Login Name and Default Password Format

- Employee username is your SAP user ID or your @laccd.edu email address.
Example employee ID's: smithj or smithj@laccd.edu
- Employee default passwords will consist of:
 - 8@ + the month of your birthdate (MM) + the first character of your last name (capitalized) + the last 4 digits of your SSN
 - For example, Joe Smith, who was born on August 9th, and has SSN xxx-xx-1234, his default password would be: 8@08S1234
 - Once you have successfully logged in, you will be required to update your password

Salary

Rating-in: All regular, contract faculty are rated in on the salary schedule, based on their academic preparation and prior teaching experience. District HR handles the rating-in process.

Payment: Salaries of instructors are paid in 10 or 12 equal monthly installments. See the [current salary schedule](#) in Appendix A of the CBA. If you have questions about your paystub, see Edward Francis in the Payroll Office. If you use Electronic Funds Transfer, your salary will be deposited directly to your financial institution and a salary warrant will be sent to your college email address. Checks and paystubs are sent by U.S. mail to those not opting for automatic deposit. Salary warrants are sent on the last day of the month.

To have the warrant also sent to your personal email, log into SAP from a campus computer and add your email address.

Your salary is subject to the following automatic deductions:

- Retirement (STRS Defined Benefit for FT faculty; STRS Defined Benefit, STRS Cash Balance, PARS, or Social Security options for adjunct faculty)
- Federal and State income tax
- AFT College Faculty Guild dues or agency shop fee

Voluntary deductions (to FACCC, the LASC Foundation, the AFT College Faculty Guild Foundation, or other approved organizations) may be authorized by the instructor by filling out a payroll deduction card.

Column Placement: Faculty are rated in and placed on a row (based on years of teaching experience) and a column (based on level of education). For every year of service, faculty automatically move down one row. If you reach the maximum number of rows for your column, you cannot move any further until you move across to another column. (See Appendix A of the [contract](#) for more information.)

Column Advancement: Instructors who take advanced education may qualify for column advancement on the salary schedule. If you have earned enough points to move to the next column, file a form with the District Human Resources Division. Contact the HR Help Desk by calling (213) 891-2080 or emailing them through the Intranet portal. You can also click [here](#) to access forms.

Academic Affairs

District Hospital-Medical, Dental, Vision Coverage, and Life Insurance

New contract instructors must enroll within the first 30 days of the semester in which they are first employed. Continuing contract instructors may make changes in medical, dental, and vision programs during the annual open enrollment period in fall. The District pays the premiums for hospital-medical, dental, and vision coverage for the employee and eligible dependents.

Life insurance is also a covered benefit for contract faculty. You can change beneficiaries or update information through the SAP portal.

Adjunct faculty who qualify may pay a portion of the premiums and have access to the same plans that contract faculty have. Eligibility and information on enrollment can be found on the [Benefits page](#) of the LACCD website or on the [College Faculty Guild website](#). The District Health Benefits unit can be reached at (888) 428-2980. A recent benefit for adjunct faculty who teach more than a 50% load is free vision coverage for the employee only. You simply need to sign up for it.

EAP (Employee Assistance Program)

A free benefit for all employees, whether or not they qualify for benefits, is the Employee Assistance Program, which offers free counseling services, accessible 24 hours a day. To contact the current provider, [Lifeworks](#), LACCD Dedicated Phone Line 1-800-581-1485 Available 24/7, 365 days, Live Support

The Educational Services Center (District Office)

There are many resources available on the District website. Forms, such as performance evaluations and conference attendance requests, can be accessed on the [Human Resources](#) page.

Retirement

A useful guide, the [3 R's of Retirement](#), can be found on the District website. Following the correct procedures for retirement is very important. Contract faculty are automatically in the CalSTRS Defined Benefit plan. Adjunct faculty can find information about retirement options on the [Adjunct Retirement Resource Center](#) on the College Faculty Guild website.

An addition to the District retirement plan, supplemental retirement options are available through the District. These allow faculty to not only save more for retirement but also reduce their taxable income each year. For rules and options on tax-deferred 403b and 457 accounts, see the [District Retirement Services website](#).

Leaves

Contract and adjunct faculty are entitled to a number of leaves (e.g., illness, jury duty, etc.). See Article 25 of the [collective bargaining agreement](#).

Offers of Employment

The Office of Academic Affairs sends offers of adjunct rate assignments for the next semester's classes by the 10th week of the preceding semester to your LASC email address or other District email. The email will come from a special email address offerletters@lasc.edu and faculty may indicate their acceptance or refusal of the offer by responding to the same address within 10 working days. No response to the offer within 10 days will be deemed as a refusal of the assignment.

Absences

Instructors must notify both Academic Affairs and their [Department Chair](#) as far in advance as possible when you need to be absent. To report your absence, call the Absence Line at 323-241-5285 and leave a message. Include:

- your name,
- employee number,
- dates of expected absence,
- class name and section number of each class you will miss,
- room numbers and time where your classes meet, and
- reason for absence.

Instructors will also need to email students of the absence.

Absent instructors must also email or call their department chair and submit an [Absence Certification/Request form](#) to the department chair the following day. Failure to do this by the payroll deadline will result in deduction of pay.

Class will be cancelled. Only department chairs may request and obtain approval for a substitute for any missed class. **DO NOT ARRANGE FOR A SUBSTITUTE YOURSELF.**

If you are absent for more than five days, you need to fill out a Physician's Statement. Following an absence, an absence report will be placed in your mailbox. It must be filled out, signed by your department chair, and returned to your area dean upon your return. Failure to fill out absence reports promptly may result in withholding of salary.

Substitutes

PLEASE DO NOT CALL A SUBSTITUTE. BUDGET RESTRICTIONS AND CREDENTIAL REQUIREMENTS LIMIT THE USE OF SUBSTITUTES. SEE YOUR AREA DEAN FOR DETAILS.

Substitutes will only be compensated if a Dean or the Vice President of Academic Affairs authorizes their assignments. Substitutes will not be called for one-day absences. Substitutes may be approved for prolonged absences of more than five days.

Performance Evaluations

Performance evaluation procedures for contract, temporary, and adjunct faculty are described in the [collective bargaining agreement](#) (contract) – Article 19 for adjuncts and tenured faculty, Article 42 for probationary faculty. See the [evaluation forms](#) in Appendix C for the criteria on which you will be evaluated as well as the student evaluation forms.

District Sexual Harassment Policy

The policy of the LACCD is to provide an educational and employment environment free from discrimination and harassment. Information on the District policy and how to file complaints can now be found on the [LASC Title IX webpage](#).

Faculty Obligations

Article 13.D.8 and Appendix Q of the [contract](#) list the duties that are required or expected of all faculty.

Work Environment

See Article 9 of the [contract](#) for information on facilities, support, and technology available to you on campus.

Survival Guide for Adjuncts

The [Adjunct Survival Guide](#) is a useful handbook created by the AFT College Faculty Guild to explain aspects of the contract that apply to adjuncts. The [Guild website](#) has a tab for adjuncts with resources that explain unemployment, retirement, health benefits, seniority, and more.

Campus Resources

Email

Paystubs, illness balances, District and campus announcements, and messages from your students are sent through college email. It is important to check it frequently.

If you have trouble accessing your account, go to the IT department (Room 131 Cox Annex) or call 323-241-5075.

Phones

If you are a full-time faculty member, you should have a phone in your office. If you are an adjunct faculty member, you may use a phone in your department to make on-campus calls or local calls in the area.

Sheriff's Office

The [Sheriff's Office](#), located in the Sheriff's Complex next to Middle College High School and across from the Student Services Building, is staffed 24/7 to provide campus security and assist you – whether to unlock a locked door, respond to a hazardous situation, provide a campus escort to you or a student to walk to your car at night, or come to your aid in an emergency – remember to call 5311 from a campus phone or (323) 241-5311 from an off-campus number. They also have a Lost & Found.

Parking

Free on-campus parking is provided to faculty and staff in several lots. The parking stalls for your use are marked “staff.” Please Park there to allow students to park in the student lots. Faculty/staff lots are in the following locations:

P2: Enter this lot via the Western entrance. It is adjacent to the Student Services Building.

P3: Enter this lot via the Western entrance. [Staff parking is adjacent to Imperial H](#)

P6: Enter this lot via the Denker Avenue entrance. [It is adjacent to the Technical Education Building.](#)

P7: Enter this structure via the Denker Avenue entrance. It is located across from Lot No. 6 and adjacent to the baseball field.

To park in faculty/staff spaces or lots, your car must have the required parking permit hanging from the rear-view mirror. This permit can be obtained from the College Business Office. Cars parked on campus without the pass may be ticketed. (If you drive a different car to campus and forget your pass, go to the Sheriff's Office for a temporary one. If you receive a ticket for not displaying a permit, visit the Sheriff's Office to ask if they will reverse it.) Please view the [campus map](#) to confirm locations.

Keys

Keys for offices, classrooms, and cabinets should be requested from the Office of Academic Affairs before the beginning of the semester. Key requests must be approved by your department chair. For new key, lost key, electronic card key or master key requests, please call @ (323)-241-5238. If you don't have a key to your classroom, call the Sheriff's Office (323) 241-5311 to let you in.

Reprographic Services (Repro)

Repro takes care of your copying needs. Located in the Cox Building Room 115A. See the [web page](#) for hours and information. Work orders may be submitted in person or electronically from a district email address. Copy cards may

be issued to faculty members to copy instructional materials. Please submit your reprographic orders a few days in advance either in person or by email.

Mailroom

The mailroom is located in the Cox Building Room 115A. The mailroom provides standard postal service for the campus. Mail from the U.S. Post Office, Campus mail, Courier Mail, and packages are handled through the mailroom. If you need a mailbox, ask your department chair to request one through the Office of Academic Affairs.

Information Technology (IT)

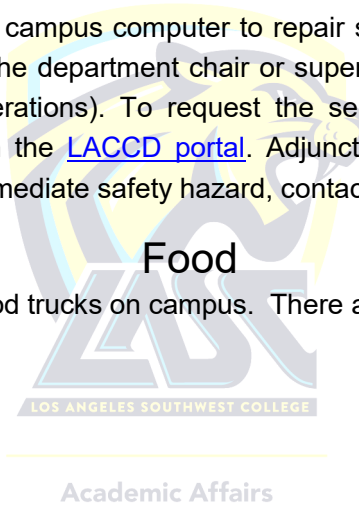
To get IT assistance, submit a work request by emailing LASC-Techsupport@laccd.edu. If you are unable to login, contact the IT department at 323-241-5075. If you need assistance with the email username and password, you will need to visit IT in their office Cox Annex, Room 131.

Work and Service Orders (WSOs)

Faculty may submit work orders from any campus computer to repair something that is not working properly in an office or classroom. The WSO is sent to the department chair or supervisor for approval before being given to the appropriate division (Maintenance & Operations). To request the services of Maintenance or Operations staff, complete a Work Order Request through the [LACCD portal](#). Adjunct faculty with concerns should contact their department chair. If conditions pose an immediate safety hazard, contact the Sheriff's Office at (323) 241-5311.

Food

Food and beverages are available from food trucks on campus. There are also snacks available at the bookstore.



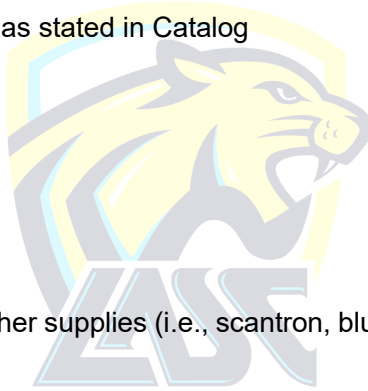
Teaching and Learning: Academic & Professional Matters

Syllabus

Title 5 standards require that we have course syllabi for all our active courses and that a syllabus for each course is made available to students. All instructors are required to prepare and submit a course syllabus for each course assigned to their Department Chair AND Dean. Syllabi should also be distributed to students on first day the class meets.

All faculty should follow the syllabus template as adopted by the Academic Senate or amend it to meet their specific needs, but include all of the course elements listed below:

- Course Title and Course Number
- Section Number
- Room Number
- Official Course Description as stated in Catalog
- Office Location
- Office Hours
- Office Phone Number
- Email Address
- Class Hours
- Prerequisites
- Required Textbooks and other supplies (i.e., scantron, blue books). Please note: The textbook should be no older than 5 years.
- Official Course Objectives/Student Learning Outcomes
- Weekly/Daily Tentative Schedule/Chapters, course topics, units, and dates (Be sure to include topics studied as well as chapters and pages, etc.)
- Method of Instruction – lecture/lab, group discussion, frequency or number of exams, quizzes, reading requirements, hands-on activities, and field trips etc.
- Attendance Policy
- Drop Policy
- Grading Plan – grades, points, class participation, cumulative final, attendance, homework, make-up policy, plagiarism, and cheating.
- Classroom Rules of Conduct
- Miscellaneous (suggestions for success, liability issues, privacy policies, observers etc.)
- Official Cell Phone Policy as adopted by the Academic Senate and published in the current catalog (see “Cell Phone Policy” listing in this section).
- Support Services to Assist Students – labs, tutoring, study groups, ADA accommodations and DSPS Services (See “DSPS Syllabus Notice” listing in this section).
- Grievance Chain of Command including contact information for the following:
 - Instructor
 - Department Chair
 - Dean
 - Vice President Student Services (Ombudsmen)



Faculty Office Hours (also referred to as Student Drop-in Hours)

All instructors must keep scheduled student drop-in hours per week at a reasonable time to meet with students. If a student is unable to make your posted hours, try to find another time to accommodate him/her. Faculty (both full-time and adjunct) are paid for these hours. The obligation is 10 minutes per week for one standard hour of instruction, so for a 3-unit class, you would have 35 minutes of office hour time per week. See Article 13 of the contract for more information.

According to Article 9 of the contract, adjunct faculty should be provided access to office space that includes a desk, computer, phone, and secure storage space. Many departments have set aside shared adjunct faculty offices that meet these requirements. These offices have computers, a printer, and phones, for adjunct faculty use.

Dealing With Disciplinary Issues

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 hour" suspension. District Board Rules authorize 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 Chief Student Services Officer (Dr. Ralph Davis, Student Services Dean) immediately to intervene. Dr. Davis may be reached at (323) 241-5298 or at davisrw@lasc.edu.

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.

Commencement

Commencement takes place in June of each school year. Unless other professional responsibilities conflict, it is expected that faculty will participate in commencement. Flex credit may be earned for attendance. Your presence is important to our graduates, their families, and friends. Robes and caps can be rented from the [bookstore](#). Join your colleagues before graduation for the traditional procession to the stadium.

Classroom Guest Speakers

If you invite a guest speaker to your classroom, you will need to submit a written request to your department chair, who will submit it to the Vice President's office at least three days prior to the day the scheduled speaker comes to the class. If you invite a guest to campus who is not an LACCD employee, that person will need to be provided a temporary parking pass.

Academic Rights and Responsibilities

Your rights to academic freedom are guaranteed by the bargaining agreement (Article 4) and by Board Rules. [LASC's Faculty Code of Ethics](#) states the standards expected and the procedures to be followed when an instructor is accused of not living up to the code.

Academic Rank: Information on how to apply for faculty advancement in rank can be found on the campus Academic Senate [web page](#).

Course Standards: Courses taught for credit must meet minimum state requirements. Course content must include material described in the course outline of record (COR) on file in the department. Special attention should be paid when a course is a prerequisite for another course to ensure that those elements that make it a prerequisite are emphasized. State standards say that a unit of credit should require three hours of work per week by the student, so a three-unit course should require, in addition to the traditional three-hour classroom lecture or other activities, six hours of reading, writing, lab, and/or other activities.

Student Learning Outcomes

All faculty are required to participate in the SLO assessment cycle by assessing courses using the process determined by the Department Chair and the Outcomes Assessment plan. According to our contract, one of the criteria on which faculty are evaluated is "Participates in the Student Learning Outcomes Assessment Cycle." A contract interpretation clarifies what this means:

- All instructors must incorporate approved SLOs in their teaching and include the officially approved course SLOs on their course syllabi. (If course SLOs have not yet been approved or provided by the chair, this will not negatively affect the instructor's evaluation.) All instructors must conduct SLO assessments in their assigned classes and use the results to make appropriate changes in instruction to improve student learning.
- Full-time faculty are responsible for writing SLOs and developing assessment tools, usually as a discipline or department.
- Adjunct instructors may participate in discipline or departmental activities to create SLOs and establish assessments but are not required to do so.

In addition to course outcomes, credit coursework must involve elements determined by our faculty to be crucial to meeting program outcomes, such as critical thinking.

According to Board Rules, written work not returned to the student should be kept by the instructor for at least one year from the end of the term. Grade records should also be kept for at least a year.

Rosters, Exclusions, and Grades

Accessing class rosters, excluding students, and entering grades are done online using the LACCD WebFaculty Instructor System, accessible on the Faculty/Staff Resources page. Watch your campus email for instructions and deadlines at the beginning of every semester. If you are a new instructor and your course is not loaded into the system before the beginning of a semester, contact the office of Academic Affairs at (323) 241-5284.

Assembly Bill 1725, which has been codified in Title 5 of the California Code of Regulations, assigned the responsibility for community college curriculum to Academic Senates. The [Los Angeles Southwest College Curriculum Committee](#) (LASCCC) resolves all curriculum concerns such as prerequisites, co-requisites, course content, and programs. The

LASCCC settles interdepartmental curriculum disputes and conducts periodic reviews to ensure state mandates are met. Instructors should take curriculum issues to their department chairs for resolution or forwarding to the LASCCC.

Roster Management

- How to Print Your Attendance Roster
 - Download the help guide on [Printing Your Attendance Roster](#) (PDF)
 - Watch the [Attendance Roster video](#) (YouTube).
- How to Issue and Record Permission Numbers (Electronic Add Permits)
 - Watch the [Permission Numbers video](#) (YouTube).
- How to Create a Mandatory Exclusion Roster (MER)

The MER is due eight days after census. It must be submitted even if you have no students to exclude.

 - Watch the [Mandatory Exclusions video](#) (YouTube).
- How to Schedule a TBA
 - Download the help guide on [TBA Schedules](#) (PDF).
- How to Enter and Post Grades and Incompletes
 - Download the help guide on [Submitting Grades and Incompletes](#) (PDF).
- How to Record Positive Attendance

The District is required to maintain accurate records of student enrollment and attendance. Attendance records are reported to the State for funding purposes.

 - Download the help guide on [Recording Positive Attendance](#) (PDF).

Admissions & Records Deadlines

Deadline to Add a Class (Permission Numbers REQUIRED)	February 20, 2023
Deadline to drop without a "W"	February 20, 2023
Deadline to Drop with full refund or no fees	February 20, 2023
Deadline to Drop and receive a "W"	May 7, 2023

The Office of Admissions and Records communicates with permanent and adjunct faculty via campus email. Please check your campus issued (LASC) email regularly. We provide important dates and deadlines and reminders about mandatory exclusions and grading. Maintain your census roster from the first day of class through to the Census Date. You must keep your census roster for at least 3 years. Do not turn your Census Roster into Admissions and Records (Exception: Faculty teaching classes with TBA hours). All faculty must exclude students who never show up to class, or who stop attending as of the Census Date. We must have 100% faculty participation in the mandatory exclusions process. You are also required to report if you have no students to exclude. The second mandatory exclusion process occurs towards the 60% of the term, where you are required to exclude students who have stopped attending and provide their last date of attendance. This process also requires 100% participation. And finally, you must submit final grades by the deadline. Our email reminders to you will help us achieve that goal.

Please review the "Spring 2023 Important Dates & Deadlines" reference sheet from Admissions & Records for detailed information on deadlines.

If you have any questions regarding your roster, please feel free to contact Admissions @ (323) 241-5321 or your Dean or Department Chair.

Attendance Accounting

All classes require attendance accounting.

Classes are categorized in one of three ways:

- Weekly Student Contact Hours (WSCH);
- Daily Student Contact Hours (DSCH); or
- Positive Attendance (PA).

WSCH classes are scheduled from the beginning to the end of the semester with the same meeting days and time. WSCH classes generate the highest rate of revenue for the college. (Fall & Spring semesters only)

DSCH classes are short term and usually meet for eight weeks of the semester or less with regular meeting days and time. DSCH classes generate the second highest rate of revenue.

PA classes are open/entry or meet less than six times during the semester. Attendance Accounting for PA classes is the actual number of hours of attendance for each student.

Students attending classes must be officially registered in the appropriate section number. Do not allow students who are not listed on your roster as "Enrolled" to remain in your class. Please issue a Permission Number to students you wish to add, who are not officially enrolled, and inform them of the deadline to add and the expiration date of the Permission Number. The last day to add is Monday, February 20, 2023. Students who are not officially enrolled (i.e., whose names do not appear on your roster) by the census date, Tuesday, February 21, 2023, should be excused from class.

Students who have not attended class should be noted as a "no show" on attendance forms and should be excluded using the online Drop Roster. Instructors must log into the Student Information System on our home page (www.lasc.edu) to access the Drop Roster. The deadline to exclude students who are not present or who stopped attending as of the census date is Tuesday, February 21, 2023.

Census Day

Apportionment for student enrollment is received from all students enrolled prior to Census Day. Students must be enrolled prior to this date for the college to receive DSCH funding. Students registering in semester length classes after this date do not generate state funding.

Please note: Admissions and Records will not accept or process expired permission numbers. Requests for "late adds" are approved on a case-by-case basis and will require a new Permission Number with a new expiration date. Upon approval of your Dean, Admissions and Records will provide new Permission Numbers with new expiration dates to allow students to add late.

Course Repetition & Activity Repetition

The LACCD Board of Governors adopted regulations that limit apportionment for enrollment in a single credit course to three enrollments, with specific exemptions.

Enrollment occurs when a student receives an evaluative (A-F, N, NP, CR, NC) or non-evaluative (W) symbol. Limits set forth in this new regulation will affect students based on all prior course enrollments. Students will only have three attempts to pass a class. If the student gets a "W" or a grade of "NP" or "F" in a class, that will count as an attempt. Students with three or more such records of enrollment will not be allowed to repeat the course within the

Los Angeles Community College District. Students may, however, petition to repeat a course a third time due to extenuating circumstances.

Exemptions to this policy include courses identified as “repeatable” such as PE and performing arts in accordance with title 5, section 55041, subdivision (c), but does not apply to enrollment in all other credit courses.

It is a student’s responsibility to drop any classes that he or she does not attend. Instructors may drop a student for failure to attend, but it is a student’s responsibility to ensure that he or she is officially dropped in order to avoid a record of enrollment such as a “W” or a failing grade, or a fee liability. Please inform all students that any drops with “W” grades recorded this semester may prevent them from registering for the course again in the future. The deadline to drop without “W” grades is Monday, February 20, 2023.

In order to drop to avoid a record of enrollment, a student must drop the class before the census date. Please refer to the Academic Calendar in the Schedule of Classes for the specific date to drop without record of enrollment. Dropping with a “W” grade has consequences that may affect a student’s ability to retake the course. We will send out email reminders to students about the drop dates. Students should check their email regularly.

Faculty Obligations

It is the responsibility of all contract faculty to be involved in college activities, including developing curriculum, sponsoring co-curricular groups, participating in committees (on a department, college, or District level), attending department meetings, and fulfilling your professional development (flex) obligation. A list of required and optional duties can be found in [Appendix Q](#) of the bargaining agreement.

Professional Development

The mission of the Professional Growth Committee (formerly Staff Development Committee) at Los Angeles Southwest College is to promote excellence in performance and personal growth among faculty, staff, and administrators by providing opportunities that create incentives to ensure student success and life-long learning.

This committee shall be responsible for:

- Coordinating professional development.
- Planning and coordinating flex activities.
- Approving individual faculty requests for travel from faculty professional growth funds.
- Taking to the Staff Development Advisory Committee suggestions for college wide activities for staff development.
- Encouraging faculty to take full advantage of professional development.
- Reporting monthly to the Academic Senate.

Professional Development (Flex) Obligation

Because our District follows a flexible calendar – meaning that instructors are paid for time spent “in lieu of classroom instruction” – full-time classroom faculty must spend at least 33.5 hours per academic year on activities that help improve teaching and help students be successful. Adjunct faculty and full-time faculty with extra assignments must fulfill half the total number of weekly classroom hours on these professional growth activities. Fulfillment of this obligation is one of the criteria used in your performance evaluation. Failure to document your hours will be reported to college administration for follow-up action.

To plan ahead for the year, faculty are encouraged to fill out a Planning Worksheet in the fall and submit it to lascprodev@lasc.edu. The Vision Resource Center (VRC) is now used to digitally track all professional growth activities. No paper documents are collected at the close of the academic year. Faculty are responsible for ensuring that their VRC transcript accurately reflects all professional growth activities for each academic year. VRC transcripts are due in June of every academic year. For more information and to download the forms, contact Stephanie Burrus, Professional Development Director, call (323) 242-5594 or email burrussd@lasc.edu.

Conference and Tuition Reimbursement

Thanks to an agreement negotiated by the District and the faculty union, the LACCD provides funds for instructors to attend conferences and be reimbursed for tuition spent to advance in their fields. Funds are available beginning in July of each year and are allocated by the [Professional Growth Committee](#). Guidelines and information on applying for Faculty Conference Reimbursement and Faculty Tuition Reimbursement can be found on the Faculty Staff Resources page. Submit forms to the Professional Growth committee via the Professional Growth Coordinator. The College President gives final approval for all Conference requests after taking into account the institutional need for attendance and the resulting impact the request will have on students.

LASC Campus Bookstore

The bookstore is dedicated to ensuring students are able to obtain needed course materials at reasonable prices. We are continually updating merchandise that will support your academic career and promote school spirit. Please browse our [website](#) or stop by our store anytime.

Textbooks

Some departments have selected the books faculty should use in certain courses. Check the course outline to see what books are required or recommended. Except when there is a department-approved text, instructors are free to decide on the textbooks they wish to use.

However, keep in mind that students may need to purchase very expensive textbooks for several classes, so consider the cost when selecting materials.

Online textbook ordering: For online textbook ordering use our [LASC Textbook Requisition System](#). If you are a new faculty member, you need to email the bookstore manager, Ronald Tatum, so he can create an online account for you.

An instructor may request a review copy of a text from the publisher. If you obtain a student copy (not an instructor edition), please give it to the library to put on reserve for students who need to access the textbook on campus.

Finals

The final exam must be given on the day and time listed in the [Schedule of Classes](#). You are expected to hold a class session for the time scheduled.

Major Religious Holidays

According to District Administrative Regulations, "On major religious holidays, students shall not be required to register or attend classes." Since faculty have the option of observing religious holidays without penalty, the same holds true for our students, who should not be penalized for observing major religious holidays. It is the responsibility of the student to find out what assignments will be or have been missed and to make up the work.

[Distance Education](#)

This site offers help for students and faculty in Distance Education, as well as assessments to help you find out if online education is right for you.

Only faculty with Canvas certification may teach online or hybrid classes. Contact dubryta@lasc.edu to find out where to take Canvas training.

[Disabled Students Program & Services](#)

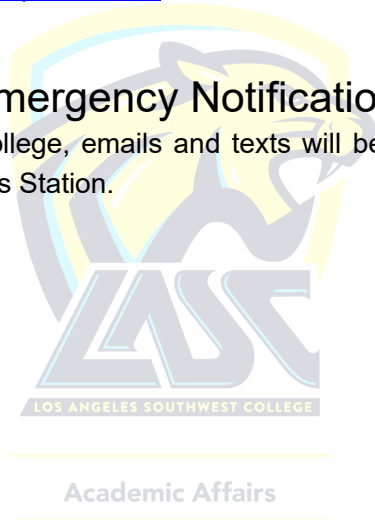
If you have a student who needs accommodation for a physical or learning disability, send them to the Office of Disabled Students Program & Services (DSPS) in the Student Services Center. Click above for information that all faculty should be aware of, including the [DSPS Handbook for Faculty](#).

[LASC Emergency Response Plan](#)

See the website for [LACCD Emergency Response Plan](#) and other crucial information and checklist for your safety on campus.

Emergency Notifications

In case of an emergency affecting the college, emails and texts will be sent through Blackboard Connect by the college's Public Relations Office or Sheriff's Station.



Focus on Students: Encouraging Help-Seeking Behaviors

Student Support Services

Faculty can help students succeed by letting them know about the myriad support services available to them at LASC. Los Angeles Southwest College offers a wide variety of resources to meet the diverse needs of all the college's students. These are some of the programs and services available:

- CalWorks - California Work Opportunity and Responsibility to Kids, or CalWORKS, provides you with cash aid and support if you live with a child or children. CalWORKS services include assistance with books and supplies, work-study, academic Career and Personal Counseling. [Learn more](#)
- CARE - Cooperative Agencies Resources for Education, or CARE, provides you with the opportunity to learn profitable career skills while getting additional support if you are single heads of households with children under 18 years of age who are receiving public assistance and want to be financially independent. [Learn more](#)
- Career Pathways and Job Center - Career Pathways & Jobs Center, or the Career Center, aims to provide you with the knowledge, skills, and insight in career development, professional development, and employment processes. [Learn more](#)
- Counseling - Academic counselors can help you meet your educational, career, and personal goals, stay on track throughout the year and create an education plan so you can graduate on your time. [Learn more](#)
- Disabled Students Program Services - If you have a disability, you can receive specialized services and accommodations to benefit from and be engaged in the college classes and have the opportunity to meet your educational goals. [Learn more](#)
- Dream Resource Center - If you are an undocumented immigrant student, Dream Center embraces and celebrates diversity in all its forms and aims to be a resource for and their families. [Learn more](#)
- Educational Talent Search - If you are in middle school or high school, the Educational Talent Search (ETS) program helps make the transition from high school to college smooth and successful. [Learn more.](#)
- Extended Opportunity Program and Services - Extended Opportunity Program and Services, or EOPS, helps you with extra support if you are facing barriers with language, learning, social needs, and/or finances. [Learn more.](#)
- Greater Avenues for Independence (GAIN) - If you are receiving CalWORKS benefits and TANF (Temporary Assistance for Needy Families), Los Angeles County uses this program to carry out these opportunities. [Learn more](#)
- Guardian Scholars - If you are a former or current foster youth between the ages of 17 and 30 and who wants to go to college, the Cougar Guardian Scholars Program offers support with your academic, career, and personal goals. [Learn more](#)
- Health and Wellness - The Student Health Center offers you medical services, workshops, and community outreach programs to help maintain optimum mental and physical wellness. [Learn more](#)
- GATEWAYS Housing - If you are encountering barriers such as homelessness or housing insecurity, GATEWAYS can provide along your academic journey so you can receive support, information, and resources to find personal stability. [Learn more](#)

- Mental Health Services - Are you feeling overwhelmed, upset, or depressed and aren't sure what to do? Our supportive, sympathetic mental health counselors located in LASC's Health Center look forward to talking with you. [Learn more](#)
- NextUp - If you are a current and/or former foster youth who want to attend college, NextUp offers many academic, financial, and personal needs so you can meet your educational goals.
- Promise Program - The Promise Program offers a tuition-free education if you are a first-time, full-time college student along with a dedicated support team providing a wide array of academic and student support services. [Learn more](#)
- Puente Project - The Puente Project aims to increase the number of educationally underserved students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to succeeding generations. [Learn more.](#)
- Student Success Center - The Student Success Center provides free tutoring and academic support to enhance understanding of course material at LASC. [Learn more.](#)
- Transfer Center - The Transfer Center will provide you with the information and resources needed to transfer to a four-year institution smoothly and successfully. [Learn more.](#)
- TRiO Scholars - If you are the first person in your family to go to college, can qualify for financial aid (FAFSA), and/or have a disability, TRiO Scholars offers resources and support to help achieve your academic goals. [Learn more.](#)
- TRiO STEM - LASC's TRiO STEM Scholars program is designed to give you extra support if you are interested in an allied health or STEM (Science, Technology, Engineering, & Math) career. [Learn more](#)
- Tutoring - Student Success Center provides you with free academic support services to enhance learning and achievement in a student-centered environment. [Learn more](#)
- Umoja - The Umoja community is a critical resource dedicated to you and enhancing the cultural and educational experiences of African American and other students. [Learn more](#)
- Veterans Resource Center - If you are an active-duty and reserve service member, Veteran, or an eligible family member, the Veterans Resource Center is proudly here to support you. [Learn more](#)

[LASC Student Health Center](#)

The center, located in the Student Services Building, Room 115, provides students with medical and psychological services. They offer free health screenings, low-cost flu shots, HIV testing, referrals, and many more services to currently registered students.

Community Services

The Community Services Program meets the educational, social, economic, recreational, cultural, and civic needs of the people in the local community served by LASC. For more information, please contact Dean Perez @perezli2@lasc.edu or 323-241-5388

[LACCD Student Internship Program](#)

This program connects students to paid internships with firms doing business with the District through the bond construction program.

Student Complaints & Grievance Procedures

Students sometimes have a complaint about their treatment at the college. The LASC [Student Complaints & Grievance Procedures](#) websites have resources for student with complaints.

Grade grievances: Sometimes students want to challenge a grade they receive. Steps to proceed with complaints are as follows:

1. **Instructor of record** – The student must first seek to resolve the concern with the instructor of record.
2. **Dept. Chair** – If the student does not agree with the outcome of their meeting with the instructor or would like to take their concern to the next level, they should be recommended to the department chair.
3. **Academic Dean** – If the student does not agree with the decision of the department chair or would like to take their concern to the next level, they should be recommended to go to the appropriate academic dean.
4. **Ombudsperson** (for grievance in accordance with E-55) – If the matter cannot be remedied by academic dean to the satisfaction of the student, and the student would like to seek further recourse, the student should be recommended to the ombudsperson (who is housed in the Student Services Division), as the student has the right to grieve their concern. The grievance process is a formal process, which the grievant presents their argument in a written format to a pre-selected grievance committee of faculty, administrators, and students.
5. **Grievance Appeal Committee** – In accordance with E-55, if a student does not agree with the decision of the grievance committee, the student may appeal the decision. This committee is comprised of the VPAA, VPSS, Academic Senate President, and a faculty member, appointed by the Senate. The written recommendation of the grievance appeals committee, after the concerns have been heard, is sent to the President, for the final decision at the campus level.

For assistance and information regarding the Student Grievance Procedure, contact the Vice President, Student Services, at 323-241-5298.

Office of Ombudsperson

The Ombudsperson is also a confidential source a faculty member can contact to discuss workplace-related concerns and obtain information and support. If issues cannot be resolved, the Ombudsperson will refer the faculty member to the District Office of Diversity Programs to file a formal complaint.

District Office of Diversity Programs

Contact this office for information about making a complaint of unlawful discrimination or harassment.

Collegiality in the Workplace

Sometimes faculty experience non-collegial situations that involve other employees at the college. Concerns of this nature should be brought to the attention of the appropriate dean or vice president.

Becoming Part of the Campus Community

Staying informed

One way to stay connected and participate in campus events is to read the current week's newsletter. Be sure to tell your students about events for them. A newsletter #LASCCougars Corner is sent to your college email address weekly. The current edition plus archived newsletters are available [online](#).

[Accreditation](#)

Find out about the college's accreditation status and upcoming visits and reports. Read the ACCJC reports and college self-evaluations.

Finding people

Contact individuals on campus or in the District by typing their last name into your college email address line or by using the [LASC employee directory](#).

Participating in decision-making

All contract faculty are required to participate in at least one committee (at the department, college, or district level). Adjunct faculty are encouraged to take part in committees. Information about committees you can get involved in and decisions they have made are available by the [LASC Committees](#) webpage.

[LASC Academic Senate](#)

LASC Academic Senate represents faculty on academic and professional matters. It meets the second and fourth Tuesday of each month from 11:30 am to 1:00 pm via zoom. Elected representatives vote on matters that are taken directly to the college president for approval.

Los Angeles College Faculty Guild, AFT Local 1521

[AFT Local 1521](#) is the exclusive bargaining agent for faculty in the District under a contract agreement with the LACCD. Under the California Educational Employment Relations Act, the elected bargaining agent represents the faculty in negotiations with the Board of Trustees on all issues that fall within the scope of collective bargaining, primarily wages, hours, and working conditions.

LASC's local chapter meets the third Thursday of each month.

Professional Organizations

Below are some of the organizations you should be aware of. The first two conduct activities to improve higher education in the state. The others are specific to various areas, such as distance education, basic skills, etc., or provide resources for teaching and learning:

[The Academic Senate for California Community Colleges \(ASCCC\)](#)

ASCCC is a statewide professional organization interested in all matters pertaining to education, including research, legislation, dissemination of information, and teachers' rights and duties.

[The Faculty Association of the California Community Colleges \(FACCC\)](#)

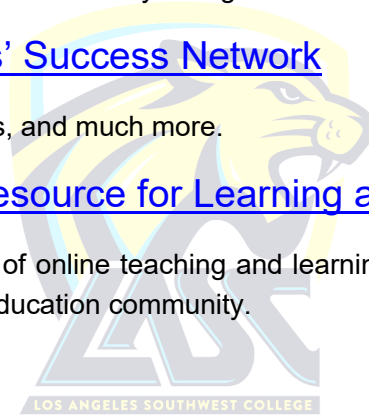
FACCC is a statewide community college organization that promotes legislation on all matters relating to community colleges and the professional recognition of community college instructors.

[California Community Colleges' Success Network](#)

Regional workshops, basic skills resources, and much more.

[The Multimedia Educational Resource for Learning and Online Teaching \(MERLOT\)](#)

A free and open peer reviewed collection of online teaching and learning materials and faculty-developed services contributed and used by an international education community.



Acknowledgment:

We would like to thank Los Angeles Valley College for their ideas and inspiration.