



Le-Jao Center Faculty Newsletter

Welcome to the Fall 2017 Semester

Semester Start Date: August 28, 2017

Last Day: December 16, 2017

All College Meeting – Friday, August 25, 2017

The Fall All-College meeting this year will be on Friday, **August 25th** at the Le-Jao Center in Westminster. The meeting will include a General Session, lunch, faculty & discipline meetings.

Attendance will be checked via your Coastline I.D. badge, so please bring that with you. If you do not have a badge, please contact Kathy McKindley in the Maintenance & Operations Department, College Center at 714-241-6350.

Important Fine Print: If you cannot attend, please notify the Dean, Dana Emerson in writing by August 21, 2017.

Le-Jao Center Hours for Fall

Office: Monday – Thursday 8:00am – 9:00pm; Friday 8:00am – 5:00pm

ESL: Monday – Friday 8:00am – 4:30pm

Offices Closed Saturday & Sunday

Change of Address & Telephone Numbers

Instructors can update their address and phone numbers through the MyCCC portal.

Please report any change of address or phone number (home and/or business) immediately to the Office Staff at the Le-Jao Center.



Le-Jao Center Faculty Newsletter

MyCCC & Canvas Training Resources

Check online, Faculty Success Center will list dates and resources.

During open lab, faculty may get assistance:

- Logging into **MyCCC**
- Printing class **rosters**
- Obtaining **add codes**
- **Downloading rosters** to get students' phone numbers, addresses, etc.
- **Dropping** students
- Accessing your **Canvas** course website to **post materials for students**
- Logging into and using **OWA** (Coastline email)

Resources:

- Here are some links that you may find useful:
- [Coastline web page](#)
- From here you can link to the "**Faculty & Staff**" tab (at the top of page), "**Faculty Success Center**" at the top. This provides you with "How-To Documents, Tools, Helpful Resources, Web-Based Training & Help Center".
- From this site you can access training manuals, video tutorials, and video archives of training sessions. Canvas is the course management system used at Coastline. All courses (including site-based/classroom courses) automatically have a companion course website in Canvas.
- Admissions & Records "**MyCCC Faculty Manual**" is another great resource.
- If you have forgotten your MyCCC password, submit an online request by clicking on the "Password Reset". Click on "Faculty" and fill out the online form. Please provide all the information as it will provide verification of who you are. The requests will be processed within two business days of submission. Your Employee ID number can be found on your payroll check stub (also called Banner #). Hint: it starts with a "C" then numbers.

Le-Jao Center Faculty Newsletter

How to access your Student Rosters?

Don't forget to pull your rosters from MyCCC How? Login to MyCCC

>Click the FACULTY tab

>In the FACULTY DASHBOARD, click on the people icon next to your class title

> You will see your SUMMARY CLASS LIST. Scroll to the bottom of the list and...

>Click on PRINT BASIC ROSTER button. You will see your faculty term roster.

>To print your roster, click your browser's PRINT button at the top of your screen.

Still not 100% comfortable with MyCCC?

There are great resources about "My CCC" & how to use it on our [website](#). Just click the "Faculty & Staff" link at the top right section of the page. Then click on the "Faculty Success Center" section to access the information.

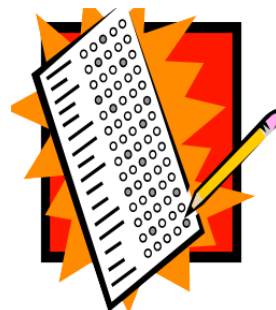
You can also refer to the "**MyCCC Instructor Manual**" from A&R; they have important information in this manual and some information changes from semester to semester.

Waitlist

Instructions on how to view the waitlist, for your course, are available on MyCCC under the "Home" tab in the CCC Messages channel or under the "Faculty" tab in the Other Faculty Resources channel. Please review these important instructions because they will provide you with answers on how to obtain your waitlist roster. Remember: you will need your waitlist roster the first day of class.

Attention Faculty who receive Student Surveys Sheets!

The student survey bubble sheets used to evaluate faculty cannot be copied. **They must be ORIGINALS in order for the results to be read.** If you need more, they can be obtained from the office.



Classroom Information

Remotes

Remote control units for LCD projectors and DVD/VCR players are available in the reception area.

Sunflower Seeds

Sunflower Seeds have become a BIG problem – Please do not allow students to eat them in your classroom!!!!

Le-Jao Center Faculty Newsletter

Whiteboards

1. Please use ONLY EXPO blue or black dry erase markers on whiteboards.
2. Please erase whiteboard when your class is over. The whiteboard will be clean for the next class.



Room Arrangements

Your classroom should be unlocked when you arrive. The computer rooms and the science Lab will remain locked until you arrive.

The furniture arrangement in your classroom is to remain as set up. You may rearrange the tables and chairs, but please return them to their original position.

IF YOU OR YOUR STUDENTS ENCOUNTER A PROBLEM WITH THE CLASSROOM OR RESTROOMS, PLEASE INFORM THE FRONT OFFICE STAFF AS SOON AS POSSIBLE.

Communication

The Dean's office communicates with faculty by email & voicemail. So check your Coastline email & voicemail on a weekly basis!

Dates to Remember

All-College Meeting Friday, August 25

1st week and 16 week classes begin Monday, August 28

Mid 8 week classes begin Monday, September 25

2nd week classes begin Monday, October 23

Last day of the semester Saturday, December 16

Holidays to Remember

Labor Day Monday, September 4

Veteran's Day Friday, November 10

Thanksgiving Thursday, November 23rd Through November 26th

Winter Break For Classified Tuesday, December 19th Through Jan1st

Le-Jao Center Faculty Newsletter

SEMESTER DEADLINES

Please remind your students that it is their responsibility to be aware of the deadlines for withdrawing from classes so as not to incur grade penalties.

- 1st 8 week courses: Thursday, August 31, 2017 by 5:00 p.m.
- Mid 8 week courses: Thursday, September 28, 2017 by 5:00 p.m.
- 2nd 8 week courses: Thursday, October 26, 2017 by 5:00 p.m.
- 16 week courses: Sunday, September 10, 2017 by 5:00 p.m.



When you print your roster, look under “Critical Dates”; it lists the following information to help you and your students. The dates are different for each class you teach.

Last date to add class & last date to drop with a refund

Last day to drop without a “W” & last date to drop with a “W” Census date

Add authorization expiration date

Be sure to get your grades and positive attendance records in on time. Your students and the Coastline staff depend on this

ABSENCES

Faculty who are unable to meet their assignments must notify the Area Office immediately. Faculty must also notify their Discipline Dean. In the event of any absence, faculty are requested to notify their students. In the event of illness or emergency, notification must be made as soon as possible so that arrangements can be made for your class. If the absence is for other than illness or emergency, prior approval must be obtained from the Discipline Dean. Area staff are instructed to report all unexplained faculty absences to the appropriate Discipline Dean. It is the responsibility of the faculty member to fill out their own absence form prior to signing it. Absence forms will be provided to you in your mailbox.

Le-Jao Center Faculty Newsletter



Substitutes

Funds are not available for one day/short term paid substitutes. In the event of a lengthy absence due to illness, faculty are required to contact the Discipline Dean. ANY AND ALL substitute arrangements require prior approval by the Discipline Dean.

Please note that faculty members are **not** to hire other faculty or outsiders to cover classes due to their own absence. To remain consistent with District policy, all coverage for classes should be discussed with your Department Chair and Discipline Dean.

Paying for other faculty or bringing in an outside educator for pay to cover your class is not permitted.

Field Trips

All field trips require the Discipline Dean's approval. **Please complete the field trip form(s) for the Dean's signature at least four (4) weeks in advance of the planned trip.** If your class field trip includes one or more of the following: (1) over night, (2) hazardous, (3) involving children, it must be Board approved at least eight (8) weeks in advance. **If you want to allow for guests (non-employees, non-students) on your field trip, it must be approved by the Board in advance AND each guest must sign a waiver form.**



- Access the Field Trip form online at <http://www.cccd.edu> under Employees, Forms, Field Trip Request Form.
- Instructors must be present on all field trips, and should also develop a "communication plan" with students in the event of cancelled field trips.

Guest Speakers

Guest speakers may be invited to speak or lecture to a class with the approval of the Discipline Dean. Attendance by the instructor is also required; arranging for a guest speaker does not remove the instructor's responsibility to meet with the class.

Le-Jao Center Faculty Newsletter



Bright Idea!

You know how sometimes you can't get your flash drive to work in the classroom or you forgot it at home or left it in a different book bag? Send yourself an email with attachments in Word, Excel, Adobe Acrobat and even PowerPoint and then you can open your email to present the documents to students in your class. You can also scan documents from the Xerox machines and send them to your email address. Don't forget to make backups of your flash drives so you don't lose vital information!

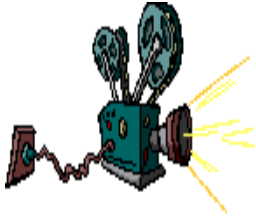
Board Dates for Field Trips, Conferences, Guest Speakers and Special Events

If you plan on having a field trip, fund-raiser/special event, or a speaker who requires payment for your class, you must also have Board approval, and this approval has to be obtained before the event. Listed below are the Board meeting dates and the deadline dates for submittal to our office and the President's office.

Board Date	President's Office Deadlines (5 p.m.)
August 16, 2017	August 2, 2017
September 6, 2017	August 16, 2017
September 19, 2017	September 5, 2017
October 4, 2017	September 20, 2017
October 18, 2017	October 4, 2017
November 1, 2017	October 18, 2017
November 15, 2017	November 1, 2017
December 13, 2017	November 29, 2017

THE PRESIDENT'S OFFICE WILL NO LONGER ACCEPT LATE REQUESTS, SO PLEASE PLAN AHEAD!!!

Le-Jao Center Faculty Newsletter



Audio-Visual

Classrooms are equipped with a computer, LCD projector, DVD and overhead projector. Please see the office staff for written instructions to operate equipment. Please remember to turn off all the equipment and return the remote controls, etc. to the office.



Length of Class Sessions and Class Breaks

Instruction must be offered during at least 50 minutes of every scheduled class hour. The California Education Code permits a 10-minute break per each class hour.

(For example, those class sessions which are scheduled for two or more hours, instructors may choose to schedule their intermissions of two 10-minute breaks or one 20-minute break at the midpoint of the three-hour instructional session. A two-hour session requires 100 minutes of instruction, a three-hour session, 150 minutes of instruction. No more than 15 minutes of break time may be scheduled at the end of the instructional period. Faculty members who wish to alter significantly the length of class session should discuss the proposed change with the Discipline Dean.)

Class intermissions offer advantages. Students and instructors benefit from the opportunity to take a break from the instructional routine, especially during lengthy sessions. A brief intermission will also provide an opportunity for informal discussion, and enable faculty members to strengthen their relationships with their students.

Le-Jao Center Faculty Newsletter

SERIOUS ILLNESS OR CLASSROOM INJURY

Please call the following:

PARAMEDICS.....911

POLICE (Emergency number)911

Please report any accident or medical emergency to the Reception Office or Security Officer as soon as possible.

Student injuries must be promptly documented

The office has Student/Non-Student Accident/Incident Report Forms that need to be filled out. The college employee, who either witnesses a student or is supervising the student at the time of injury, should complete the form mentioned above. Please note the time of injury & any witnesses.

Faculty

If you must be contacted in any emergency, the area office telephone number is (714) 241-6184, press zero.



No Smoking

The use of any tobacco product is prohibited in all District indoor facilities and vehicles. Smoking in the classrooms or hallways is prohibited by order of the State Fire Inspector. When smoking outside the building, remember to place cigarette butts in the appropriate containers.

Alcohol and Drugs

It is a violation of the California Education Code to have alcohol and/or illegal drugs on the school grounds. Possession of these substances on the grounds is cause for immediate dismissal.

Recycling

We have recycling bins located by the student lounge for cans, plastic and glass bottles. Please encourage your students to use them.



Le-Jao Center Faculty Newsletter



Parking

Student parking permits are required at Coastline Community College's Le-Jao Center. Please be aware there is no street parking.

Coastline Community College has entered into a parking agreement with the City of Westminster for the purpose of providing adequate, available parking for our students. The City has approved access to the designated parking spaces within the following lots. Monday through Friday, from 7:00 a.m. to 5:30 p.m.

Parking continues to be free to the public after 5:30 p.m.

City Hall North Parking Lot (corner of Westminster Blvd. & All American Way)

- Spaces **268-340**

Community Services Parking Lot (corner of Jackson Street & Westminster Blvd.)

- Spaces **556-688**

Please be aware that students who park outside the designated parking areas without paying the City required parking fees, or students who park inside the designated parking areas without displaying a valid Coastline College Student Parking Permit may be cited for parking violations. Student parking permits may be obtained from the [Coastline College website](#).

NOTE: In addition to the paid lots mentioned above, students will continue to be allowed to park in the County Juror Parking lot at no charge.

Faculty Parking

Faculty may park in the Police Department parking structure on the corner of 13th Street & All American Way entrance on 13th Street. On the 3rd floor (Spaces 347-376). Please remember to display your 2017/2018 parking permit.

- Failure to display a parking receipt in the pay lot will result in a \$38.00 fine.
- Parking in a space designated for the Mayor, City Council members, or other marked spaces will result in the violator's vehicle being towed. This restriction is in effect 24 hours a day.
- Parking enforcement is provided by the Westminster Police Department.



Le-Jao Center Faculty Newsletter

Coastline parking permit stickers are required at the College Center, Garden Grove, Le-Jao Center and Newport Beach Center. Part-time and Full-time instructors will receive their parking stickers at one of the Area sites.

Bookstore

The Coastline Community College Bookstore is located at the Coastline College Center, 11460 Warner Avenue, Fountain Valley. Coastline Community College's Bookstore is introducing a program called "Rent-A-Text" that allows students to rent textbooks at up to half the price of new textbooks. At the end of the semester, students have seven working days (from the end of finals) to return the book in acceptable condition. If a student decides to keep the book, they can apply the rental fee to the purchase price. For more information, go to the [Coastline website](#) and click on Bookstore.



Students can view the availability of their required books on this site as well. For more detailed information, call (714) 241-6101 or send an email to bookstore@coastline.edu.

Complimentary Textbooks

Most publishers will furnish free textbook copies for you to consider for use in your class, and complimentary copies of textbooks ordered for class use. All you have to do is go to the publisher's website and you can order copies yourself.

Online Adoptions

Faculty can now order textbooks online, please follow directions sent by the bookstore. Please contact Jason Montgomery at 714-241-6105 or jmontgomery@coastline.edu if you have any questions.



Le-Jao Center Faculty Newsletter

Virtual Library

The Virtual Library is a full-service information and research portal available on the Internet for Coastline students, faculty, and staff. Because the Virtual Library's collection of books and resources is digital, it is available electronically any time at



<http://www.coastline.edu/library/>. Through the Virtual Library, you have access to full-text articles in thousands of journals and magazines. There are more than 30,000 electronic books as well as digital encyclopedias, newspapers, and more. For help navigating the virtual halls of Coastline's Virtual Library, post a message any time from the "Ask the Librarian" link on the Library home page or call

(714) 241-6117. A Librarian will get back with you as quickly as possible.

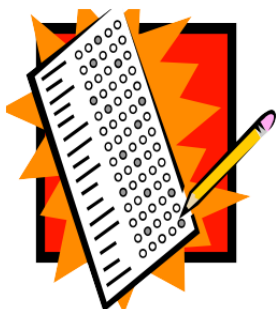


Mailboxes

All faculty have been assigned a mailbox at the each of the Coastline Centers. Please check your mailbox regularly. If you choose to have your mail sent to a different center, please let us know.

Printing and Photocopies

Faculty members are welcome to use the Xerox copier at our Le-Jao, Garden Grove, and Newport Centers. **Please do not send materials to Coastline's Graphics and Publications Department for printing.** Materials or brochures that need to be done by G&P require your Dean's approval.



Scantron

Remember that we have Scantron machines for your use at the Le-Jao Center. Scantron test forms for students are available for purchase at the Bookstore.

Le-Jao Center Faculty Newsletter

Keeping Students Informed

If you are between semesters or are sick, please do the following to keep your current students or new students informed:

- Send a mass email to your current students. Directions are in your MyCCC Instructor Manual from the Admissions and Records Office.
- Leave a message on your voicemail. Enter your password, personal greeting #3, record a greeting #1, extended absence greeting #2, when finished press pound (#). (Don't forget to remove extended message when you return to work.)
- Leave an out of office message in your Coastline email.
- Log into your email, click on "options" towards the bottom of the screen, click the "out of office" button and type a message stating when you will return. (Don't forget to remove the out of office when you return by clicking on the button "currently in the office".)





Le-Jao Center Faculty Newsletter

Le-Jao Center

OFFICE HOURS

Monday – Thursday: 8:00am – 9:00pm

Friday: 8:00am – 5:00pm

TELEPHONE & FAX NUMBERS

Main Office (714) 241-6184 Press 0 (zero)

ESL Office (714) 431-3601

Student Success Center (714) 241-6184, ext. 17420

Fax (714) 898-5031

Main Office

Dana Emerson, Dean..... x 17401

Janice De Battista, Area Facilitatorx 17406

Beverly Sadler, Division/Area Coordinator x 17403

Mary Vu, Typist Intermediate.....x 17402

Security.....714-981-2245

Custodian

Hector Jimenez x 17427 or 714-981-2249

Javier Banda.....x 17427 or 714-981-2249

Instructional Programs Facilitator x 16140

Karen McLucas, Instructional Programs/GuideU Mentor/STAR Program

Credit for College/Early College High School

ESL Office x 17409:

Tiffany Tran, Instructional Associate

Celicia Tran, Instructional Aide

Phuong Ho, Instructional Aide (hourly - daytime)

International Students Recruiter x 17416

Javier Alcala Recruitment & Advisor

Student Success Center x 17420:

Daniel Pittaway, Coordinator/Facultyx 17419

Poomchai Chotima, Instructional Associate x 17421