

From: [Levy, Myriam M.](#)
To: [Enos, Kelly W.](#)
Subject: FW: Dept meeting minutes summarized
Date: Friday, August 28, 2015 11:33:27 AM
Attachments: [Privacy Concerns Policy LAMC.pdf](#)
[Department meeting agenda Fall 2015.docx](#)

Here are my agenda and minutes with the FERPA information. I'm going to post it on SLO website under department notes.

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From: Levy, Myriam M.
Sent: Friday, August 28, 2015 11:32 AM
To: brandon.harris5@gmail.com; Carter, Patricia A.; Gant-Britton, Lisbeth; Armstrong, Anne E.; Cohen, Martin M.; Gribben, Arthur; Hickey, Maureen L.; Tartaglia, Louis J.; Behling, Ronald E.; Cramer, Andrew W.; Jimenez, Gustavo A.; Phares, D'Art; Roleder, Gary R.; Dennis, Dawn A.; Pursley, Mark R.; Cofer, Christopher W. @LAMC; Tabakian, John P.; Jokel, Mark; Chounlamountry, Som; Cofer, Christopher W.; Durukan, Ebru; Tabakian, John P.; Bill, Emily B.; Harris, Claudine Y.; McKenna, Paul G.; Milani, Niki F.; Rommero, Jane't M.; Sangkavichai, Marina; Smardan, Craig M.; Williams, F. Christopher; Anderson, John D.; Lookholder, Katie L.; Alvarado, Thea S; Biondo, Jill K.; Gerami, Emal H.; Klein, Melanie C.; Klein, Melanie C.; Labertew, Denise L.; D'Antonio, Virginia K.; Little, Dominic H.; Mendez, Maggie; Raskin, Edward S.
Cc: Carter, Patricia A.
Subject: Dept meeting minutes summarized

Please find attached all the items that were discussed at yesterday's department meeting. I highlighted the following items especially for those of you who were absent or present but didn't pay attention :)

PRIVACY FERPA laws- once a student is registered in our college, on campus, off campus or online, you cannot reveal anything about their grades, attendance records, even verify that they are enrolled in your class to anyone. Not parents, counselors, NO ONE at all, even if they are under 18 years of age. You may not STACK graded papers for students to sort through since that would reveal their grades to other people. SEE PRIVACY CONCERNS POLICY (attached)

- Paper ADD permits are no longer accepted by admissions. **(see policy below again)**
- **Monday morning- print your census roster for all the students officially enrolled in your classes. After that only your authorized online adds will allow a student in the class.**
- **Faculty Office 28-** is no longer available for adjunct faculty due to a new full time hire. Please contact Patricia and sign up for a cubicle assignment for your desired office hours.
- **Those teaching at NIGHT, please lock the media box equipment and your classroom to protect it from theft or vandalism.**
- **Exclusion Rosters-** You will now need to complete **2 exclusion rosters** per semester. One due around the 3rd week of school (deadlines will be emailed) and the second around Nov. 29. The LACCD screen will remind you of each date to complete.
- New AAT degrees** in Sociology, Psychology, Philosophy, Political Science (pending)- Priority admissions to CSU
- Online tutoring-** Nettutor training coming soon- Online tutoring for ALL students.
- Campus Sheriff** (818) 364-7843 (program in your cell phone) if you need to contact-Have an Emergency

plan- safety in classroom- Active shooter training- <http://youtu.be/5VcSweU2D0>

Teacher/student behavior- contact only through email and professional phone numbers, meetings on campus only, off campus meetings/field trips authorized only- keep clear and professional boundaries.

Behavioral Problems in the classroom- verbal warning, document and contact Vice Chair/Dept. Chair for advice. State your policies and rules in syllabus-

DSPS- You can now verify enrollment for a student by accessing your "Faculty Portal", then "Faculty Resources", "Rosters" click on the section and then "request test proctoring".

Student Learning Outcomes- All instructors must have assignments that assess Student Learning Outcome for their class. You must be using the LAMC SLO's not other campuses or colleges.

ADD POLICY-Lottery on the first day ONLY- Students need to know ASAP if there is a space in your class. Do not add beyond day one, and make sure everyone is processed Sept.14 Use email to add students **ONLY**:admissions@lamission.edu. One add per email, include this information STUDENT's FULL NAME, 88#, Date of Birth, EMAIL ADDRESS registered with LAMC, Section of the class, Name of the class. Admissions will process and confirm to both you and student by email. You must use your LACCD Email to add students. This will verify your identity. (see sample emailed) **Section transfers are also done online only.**

Distance Education- Etudes for now until 2016, Canvas maybe in the future- No decision yet. More info to come and training available too.

Start the first day on a positive note, ice breaker, fun activities and lay out all your expectations for them with your support. Invite them to your DROP IN HOURS.

Anthropology instructors can contact me or Anne who is helping me with the transition this semester.
History/African American studies should contact D'Art Phares for assistance and support.
Political Science Instructors should contact Dr. Ebru Durukan for assistance and support.
Psychology instructors should contact Dr. Williams for assistance and support.
Philosophy and Sociology contact me directly.

HAVE A GREAT SEMESTER!!!

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