

Dedicated Faculty Essential For Student Success



LATTC Faculty listen attentively during convocation morning meeting.

Photo by Mario Villegas from ELAC

by Lorraine Megowan

Paperwork is tedious and takes time away from our classroom responsibilities, but the rosters that we must complete for the Admissions office affect our yearly budget and our students' success. Please take a moment to remind yourself of the importance of the required rosters, and commit to completing them and submitting them in a timely manner.

The following information was provided by Raul Cardoza, Dean of Admissions.

Census Roster

- This is the first class roster with names of those students who have enrolled for the class
- Student names must be added for those who received an ADD card from the instructor
- This roster records attendance and must be submitted to Admissions

Exclusion Roster

- This is a more accurate class roster because students have added or dropped since the first day of class
- Faculty can now exclude student names of those who never attended, no shows, or inactive.
- This roster must be submitted to Admissions and then scanned at the district to generate WSCH for the college
(e.g. a 12 unit student generates approximately \$4200 of state apportionment to the college)

November Calendar

- Nov. 1** - EAP Workshop "Workplace Safety & ergonomics" 12:00 p.m.-1:00 p.m. **
- Nov. 5** - Annual Benefits Enrollment 12:00-6:00 p.m.* Facilitator: Claudia Mata
- Nov. 6** - Annual Benefits Enrollment 12:00-6:00 p.m.* Facilitator: Claudia Mata
- Nov. 7** - Multi-media in the Classroom Presenter: Bradley Vaden 1:30-3:00 p.m.*
Asbestos Awareness Presenter: Nasr Gergis 7:00-9:00 a.m.**
- Nov. 8** - Moodle: Class content/ be approved 1:30 p.m.-3:30 p.m. TBA
Web Conference first year student experience 1:00 p.m.- 2:30 p.m. +
- Nov. 12** - Veteran's Day Holiday
- Nov. 13** - Annual Benefits Enrollment 12:00-6:00 p.m.*
Training in Smart Classroom 1:30-2:30 p.m. ++
- Nov. 14** - Accreditation Facilitator: Linda Delzeit 11:30-1:00p.m.*
- Nov. 15** - Annual Benefits Enrollment 12:00-6:00 p.m.*
Training in Smart Classroom 12:00-1:00 p.m. ++
- Nov. 16** - New Faculty Academy 9:00-12:00 p.m. Facilitator: Chini Johnson and Lorraine Megowan ♦
- Nov. 19** - Annual Benefits Enrollment 12:00-6:00 pm.* Facilitator: Claudia Mata
- Nov. 20** - Annual Benefits Enrollment 12:00-6:00p.m.* Facilitator: Claudia Mata
- Nov. 22 & 23** - Thanksgiving Holiday
- Nov. 26** - Annual Benefits Enrollment 12:00-6:00p.m.* Facilitator: Claudia Mata
- Nov. 27** - Staff Development Committee 1:30-3:00 p.m.*
- Nov. 28** - Multi-media in the Classroom Presenter: Bradley Vaden 1:30-3:00 p.m.*
- Nov. 29** - Annual Benefits Enrollment 12:00-6:00p.m.* Facilitator: Claudia Mata
- Nov. 30** - New Faculty Academy 9:00-12:00 p.m. Facilitators: Chini Johnson and Lorraine Megowan ♦

Positive Attendance

- This roster records attendance primarily for open entry/open exit courses (e.g. Learning Skills)
- **This roster shows how much money we receive according to the number of hours the students are in classes**
- This roster must be submitted to Admissions so we can claim state apportionment by the number of hours the students have been in class

Grade Rosters

- These rosters must be submitted ON TIME to Admissions and then scanned at the district
- Students need to have grades posted to prove they have met pre-requisites for the next class in a sequence (especially for math, English, ESL, science courses, and other courses that have pre-requisites or co-requisites)
- Students on financial aid receive their respective monies according to the number of units successfully completed. For example, if they receive financial aid for 12 units (approximately \$4000) and only complete 9 units, they have been overpaid. However, faculty must submit their grades to determine **if over payment occurred. If it has, the college too often must return a portion of the overpayment dollar amount to the federal government.** This is another reason why the grades must be submitted ON TIME.

Ester Usaha, Registrar, presented two sessions of in-service training on all rosters on October 24th. Every department was requested to send at least one representative. Please ask your Chairperson to schedule a summary of the requirements at a regularly scheduled department meeting.



Pod Cast Training

Linda Delzeit is training instructors in developing pod casts of their lectures and class discussions. The October workshop was attended by 17 participants. As a reward for volunteering to work with the new technology, each registered participant was presented with a

flash drive and a body pack microphone with which to record class lectures. She also provided a list of classrooms and meeting locations where access is available. Culinary Arts and Cosmetology have classrooms dedicated to their disciplines, but the faculty at large have access to rooms in the F building and the LRC. The equipment is ours until we retire or discontinue teaching. Then we are asked to return it, in order for another faculty member to use it.



One-on-one chat with Jon Lester

Jon Lester instructor in construction technology, and long-standing member of the Staff Development Committee, is passionate about teaching. He says that working with each student individually in a lab situation is very exciting and rewarding. He says that he is tough

on his students, but that they appreciate it and very often come back to thank him after they have left Trade Tech to enter the workforce. Jon remembered a tip that he learned from my colleague, Dorien Grunbaum and me. At a Staff Development workshop, we advised that for added clarity, the instructor put the page number on the board as well as announcing it orally. He says that action has become a habit during his lectures and that it is indeed, very helpful.

Multi-media classes to be offered

by Dr. Bradley Vaden:



“The integration of technology should serve to guide, expand and enhance learning objectives.”

To access this entire article, please go to the Staff Development website and click on **Newsletter**.

Additional computers are available for Faculty and Staff! If you don't have a computer at your desk, and prefer not to make the trek to the second floor of the Library, we have good news for you. Nine computers with e-mail and internet access are available in C109. You will need a password assigned to you by Noe Inquiez or Minh Pham in C102. You will be asked to sign in whenever you visit the lab.

Editor: Lorraine Megowan

Graphic Design: George Evans and Visual Communication Student Angela Contreras, Eduardo Cohetero, Ailene del Rosario and Manuel Garcia

Photographers: Joe Messinger and Mario Villegas

Contributors: Dean Raul Cardoza and Dr. Bradley Vaden