

Welcome Back! Academic Services Update

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To: LPC FT_Faculty;LPC-PTFaculty

Dear Faculty,

Academic Services welcomes you to the Spring 2021 semester. This update contains 4 sections (1) Being available for students (2) our continued support of instruction during the pandemic (3) instructional-related and faculty support for students during the pandemic (4) update on the summer and fall schedule development

1. Availability to students

a. New Faculty Directory Profile Page

How can we offer a human touch to the remote learner? **Please participate ASAP in an effort to create more robust faculty profiles in our directory, including a picture and even a link to your virtual office hour.** The template and directions may be found [here](#). Thanks to Drew Patterson, Tim Druley and the Technology Committee for their leadership.

b. Office hours

Speaking of office hours, please do list the specific day/time you will holding office hours on your syllabus. We have not typically funded an optional second weekly office hour for adjunct faculty (with 6 or more CAH) but we are amending that practice this Spring and encouraging faculty to be very available for students.

c. Help filling low-enrolled classes

Refer students to the [Classes Seeking Students](#) Links on the homepage. Enrollment patterns during the pandemic have not followed past patterns. Students are registering late and we anticipate many students will be searching for enrollment opportunities during the first week of instruction. Our enrollment is down 7%. We have room to add in most areas. Our Outreach Specialists have supplemented District marketing with several campaigns during the last two weeks.

d. Quick response rate!

As our outreach and marketing drives students to our virtual campus, please continue to make yourself available to students by checking your LPC email frequently and responding to add code requests from students promptly. Students are still calling the campus. If you have a voicemail, please [check it remotely](#).

2. Continued support of instruction and faculty

During this prolonged period of remote instruction we are eager to provide support and care for any troubles you are experiencing in the online environment.

a. On campus instructional spaces for teaching

Teaching remotely from home. If you do not have a space conducive to teaching and learning in your home environment, we continue to offer 3 classrooms in the 1000 building for your use. As a reminder they do not need to be reserved. 1057, 1059, 1060 will be unlocked and available on a first come, first served basis Monday-Friday, 8 AM-10 PM. You may record lectures or teach synchronously in these rooms. The rooms are available but the building's front doors remain locked (thus securing the rooms inside). Should faculty wish to be there during these hours, they will need to contact campus safety to gain access to the building. If you plan to use these room repeatedly, talk to your dean about an access card.

Please wipe down touched surfaces before you leave and turn the door tag from blue to red so the space will be cleaned in between visits. If you arrive and all 3 rooms are in use, please alert your dean so more rooms may be added to rotation.

Be sure to bring water and food from your home when visiting campus or designated teaching classrooms. Water fountains have been taped off. The Cafeteria is not open.

Critical infrastructure instruction occurring on campus. At the beginning of each week, communication will be sent by Dr. Stuart McElderry noting the administrator on site for each day. Keep it handy in case you have questions (big or small) while on campus. PPE supplies are available and will be replenished.

b. Technology

If you do not have the technology you need to teach in your remote location, please convey your needs to your dean so we can work quickly to offer equipment, within the bounds of our polices.

3. Continued Support for Students

a. **Technology Loans**. The [link](#) to request technology loans is now on the landing page of the website as well as the [Online College](#) website. Please refer students to this service and thank your librarians and library staff for all they do!

b. **Internet Access**: Wifi in parking lots C, D, and H is available.

c. **Parking**. We will not charge for parking during the Spring 2021 semester. Period! If passes have already been purchased, refunds will be issued.

d. **Canvas Support Hub**. During the first day of instruction (and frequently throughout the semester) draw attention to the Student Support Hub in Canvas.

e. **Study Space**. We will safely open the Tutorial Center and Computer Center for study space once we are able and cleared by Alameda County.

4. Update on Summer and Fall Schedule Development

Summer schedule development in underway. The first draft of our remote summer is due to Academic Services on Feb 1st. Fall schedule development has been postponed and the registration dates for summer and fall will be separate this year. This will facilitate consultation with governmental leaders and health officials. The Chancellor and President voice a commitment to safely returning to campus as soon as we are able and to use CARES money to support the effort. I have been in close conversation with deans, directors, and discipline coordinators and we are crafting a recommendation for how to schedule instruction based upon the State Guidelines for Education within the color coded system.

I head into next week with excitement for a new semester and trepidation about how to manage conversations about national events. I hold you, our students, and our nation in my thoughts. When the world turns chaotic and crude, I turn to the logic and inspiration of the creative voice. I hope you enjoy

the brilliance of Amanda Gorman, youth Poet Laureate, at Wednesday's Inauguration and appreciate this beautiful reading of her poem [found here](#).

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