

Antelope Valley College

3041 West Avenue K
Lancaster, CA 93536



General Information:

Expectations	Timing	Additional Information
Obtain an AVC ID card, also known as a Proxy or Proximity Card	Prior to start of classes	Go to T700 E1 with your AVC employee ID number to have card made; visit division office after receiving card.
Obtain a phone extension, access to MyAVC, email, and AVC network.	Prior to start of classes	Complete an AVC Network Access form. Your division office can help.
Request key(s) for classroom(s). Campus keys are issued by the Facilities Dept.; requests can take up to two weeks.	Prior to start of classes	Complete an AVC Facilities Access Form (key request); you must have your AVC ID card prior to filling out the form. Your division office can help.
Order books through the AVC Bookstore website. If you will not be ordering books, the bookstore and division office need to know if the class has "No Textbook Required" or "Free Online Resources—See Instructor."	Prior to start of classes	The bookstore website is avc.bncollege.com/shop/antelope-valley/home Always check with your department chair to see if your course(s) have a textbook already ordered.

Syllabus

Expectations	Timing	Additional Information
Review COR (Course Outline of Record) prior to creating your syllabus to ensure you are incorporating all necessary elements of the course.	Prior to start of classes	AP&P documents can be found at https://avc.elumenapp.com/public/
All classes are required to have a syllabus. Follow the <i>How to Create an Effective Syllabus Guidelines</i> as outlined by AP & P.	Prior to start of classes	
Email a copy of your syllabi each semester to the division office.	By the end of the first week of classes	
Review course syllabus with students by the end of the first week of class,	By the end of the first	The syllabus is a legal document, a contract between you and the

though generally during the first class meeting. The syllabus can be hard-copy or electronic as long as all students have access to it.	week of classes.	students. Be sure to include important information regarding expectations of the students.
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Roster and Reporting

Expectations	Timing	Additional Information
Find your course roster in MyAVC (Faculty—Faculty Self-Service Menu)	Prior to start of classes	Print roster (attendance roster) with waitlist and Add Authorization Codes. This allows you to add students if able.
Drop “No Show” students after first class meeting.	After first class meeting	
Review and sign Census Sheet that will be in your mailbox in the mailroom.	By Census due date	The Census form will have a due date (generally the Monday after the second week of classes). Return reviewed and signed Census forms to the Admissions & Records mailbox.
Keep grade and attendance records for the Admissions & Records Office.	During the semester	
Submit final grades electronically via MyAVC (Faculty—Faculty Self-Service Menu—Final Grades). Submit grades and attendance sheets to Admissions & Records.	One week after classes end	
Submit SLOs for your class(es) in eLumen	One week after classes end	Access eLumen via the AVC Single-ID portal. Directions can be found in the <i>eLumen Handbook</i> ; ask your department chair for additional help if needed.

Copying & Printing

Expectations	Timing	Additional Information
Printing jobs can be requested through the mailroom duplication center. You can email your requests to copycenter@avc.edu or submit hard copies in the mailroom as long as you give the necessary information (found under “Duplication Process”).	Open	The mailroom duplication center is a part of the Business Services department, found at www.avc.edu/administration/busserv/mailroomduplication .

Copiers are located in division areas	Open	Limited copies are available for faculty each semester. See your division office for more information.
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Communication

Expectations	Timing	Additional Information
Email is the main form of communication at AVC. <i>Check email on a regular basis and respond in a timely manner.</i>	Often	AVC email is to be used for communication with students, faculty, staff, and administration. Do NOT give your personal information to students, including personal email or phone numbers.
Faculty are issued telephone extensions; Check voice mail on a regular basis and respond in a timely manner.	Often	
Canvas is used as AVC's LMS (Learning Management System). Using Canvas in conjunction with f2f classes is <i>not</i> required but available. Canvas's message center is available for contacting students individually or as a class group.	Online	
Check mailbox in the mailroom.	Often	The mailroom is located in the MH Building, on the 1 st floor. Your proximity card will open the door.

Cancelling Class & Reporting

Expectations	Timing	Additional Information
Contact the division office when you will be missing class.	As soon as known	Include the day(s) you will be out, the course information (class, CRN, room, meeting time/day), and type of leave (sick, personal necessity, personal business).
Complete and sign Notice of Absence form.	As soon as you return	Form is found in the division office or sent electronically by the division office.
Submit absence hours on the MyAVC portal (Web Time Entry).	Only when hours missed	Training can be found at avc.edu —administration—human resources—payroll—banner web time entry policy.
Email students notifying them of your absence.	On day to be missed, prior to class start time, or day before	

Miscellaneous Information

Expectations	Timing	Additional Information
Parking passes	Prior to 1 st day of class	Parking passes are distributed by Human Resources
Computer and electronic equipment questions and difficulties need to be reported to ITS. You can email help@avc.edu or call ext. 6535.	When needed	
Security will unlock classroom doors if you do not yet have a key or forget your key.	When needed	661-722-6399
MyAVC is your portal to employee information, such as grade sheets, attendance sheet, paycheck stubs, tax documents, etc.	As needed	MyAVC can be found through the AVC ID Single Sign-On portal.
Faculty Professional Development (FPD) is required of all faculty teaching credit courses.	Beginning and end of semesters	Contract information can be found at avc.edu/administration/organizations/fpd
Office for Students with Disabilities has the resources needed to make courses ADA compliant. All videos must be closed caption.	Always	www.avc.edu/student-services/osd
Technical Training	As needed	Technical Training is available for faculty, offered through a Canvas page, Zoom, and/or one-on-one sessions. Visit the Canvas Technical Training site listed under your "Courses" in Canvas.

Quick Contact List

Area	Contact Person	Contact Information
Admissions & Records		661-722-6300, ext. 6504 registration@avc.edu
Arts & Humanities Division	Tangie Hunter, Administrative Assistant	661-722-6300, ext. 6385 Thunter7@avc.edu
Counseling		661-722-6300, ext. 6338 counseling@avc.edu
Career & Technical Education Division	Mari-Ali Baiza, Administrative Assistant	661-722-6300, ext. 6327 mbelton@avc.edu
Health & Safety Services Division	Sylvia Waller, Coordinator	661-722-6300, ext. 6402 swaller@avc.edu
Kinesiology & Athletics	Sheri Langaman, Administrative Assistant	661-722-6300, ext. 6245 slangaman@avc.edu
Math, Sciences, & Engineering Division	Wendy Cios, Administrative Assistant	661-722-6300, ext. 6415 wcios@avc.edu
Palmdale & Extended Services	Keina Young, Administrative Assistant	661-722-6300, ext. 6991 Kyoung27@avc.edu
Rhetoric & Literacy Division	Taylor Haynes, Administrative Assistant	661-722-6300, ext. 6795 Thaynes4@avc.edu
Social & Behavioral Sciences Division	Casey Farris, Administrative Assistant	661-722-6300, ext. 6482 Cfarris5@avc.edu
Student Life		661-722-6300, ext. 6354
Academic Senate	Van Rider, Academic Senate President	661-722-6300, ext. 6306 vrider@avc.edu
ITS Help Desk		661-722-6300, ext. 6535 help@avc.edu
BIT/CARE		avc.edu/student-services/bit
Campus Police		661-722-6399 #4444 from any campus phone
Learning Center		661-722-6300, ext. 6458 learningcenter@avc.edu
Library		661-722-6300, ext. 6533 libcirc@avc.edu

Office for Students with Disabilities		661-722-6300, ext. 6360 OSD@avc.edu
Student Services		https://www.avc.edu/student-services
AVC Federation of Teachers (faculty union)	Aurora Burd, President	aburd@avc.edu

Quick Tips for Canvas Use

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General Information:

How to:	Steps:
Publish Course	<ol style="list-style-type: none"> 1. Login to Canvas 2. Enter chosen course 3. Click the "Publish" button at the top of the right menu
Email Canvas does not have traditional email; Instead, it uses "Inbox" messaging that can be linked to email. Once set up, it works similar to email, but it originates in Canvas	<ol style="list-style-type: none"> 1. Check to make sure notifications are set to receive messages in email (it should be automatically set to do this, but check to make sure; both faculty and students need to do this) 2. Login to Canvas 3. Go to "Account" (far left menu) 4. Go to "Notifications" 5. Set "Alerts" to the frequency you want to receive emails (I recommend "notify me right away," especially for students, if you want it to work like email) 6. Depending on your use of Canvas, set other notification preferences 7. Check information in "Settings" to make sure your email is correct
To Create a Message	<ol style="list-style-type: none"> 1. In Canvas, go to "Inbox" (far left menu) 2. Click on "Compose new message icon (box with pen) 3. Select course 4. Select "To" (drop-down menu) 5. For entire class, click "All in course" 6. For a specific student or a few students, click "Students" and then whichever student(s) you want to message
To Post Files (PowerPoints, Links, Handouts	<ol style="list-style-type: none"> 1. In Canvas, go to "Files" 2. Click "Upload" button (right top corner) 3. Upload file; if you want to organize files into folders, you can create a folder and put the file in the folder

<p>Pages</p> <p>Pages is a place you can post handouts or lessons. It is similar to files, but it will be viewed as a page in the class.</p>	<p>Same as to post files, just under "Pages"</p>
<p>Pronto</p>	<ol style="list-style-type: none"> 1. Open Canvas to your Dashboard 2. Click the "Pronto" icon on the bottom of the left menu 3. Set up "Pronto" to communicate with your Canvas and AVC email.

Grades

How to:	Steps:
<p>Use the Gradebook</p> <p>You need to create assignments/quizzes/tests in order to use the Gradebook. These will then show up in "Grades"</p>	<ol style="list-style-type: none"> 1. In Canvas, go to "Assignments" 2. Click "+Assignment" button (right top corner) 3. Create assignment—give it a title, a description if desired (but not necessary), decide how it will be scored (points, percentages, letter grade), and fill in the information when prompted 4. Decide how the assignment will be turned in (online, on paper, etc.). If on paper, click the drop-down menu in "Submission type" and then click "on paper" 5. When information is complete, you can click "Save" and just save the information, or you can click "Save & Publish" which makes it visible to students (I recommend save and publish if you allow your students access to their grades)
<p>Posting Grades for Assignments Submitted on Paper</p>	<ol style="list-style-type: none"> 1. If you are posting the grades for an assignment you collected on paper, go into "Grades" and your student list will come up 2. Move to the correct assignment column and you can enter grades. Remember to use the "enter" or "tab" key after each grade to move on to the next student or column. 3. <i>Note:</i> You need to enter 0 (zero) for any student that did not complete the assignment if you want that grade to be counted in the student's overall course grade.

Adjusting Menu Options

How to:	Steps:
<p>Adjust Menu Items to be Visible to Students</p> <p>Faculty can decide which menu items are visible for students. If you are only using Canvas for supplemental information for a face-to-face class, it is wise to limit the menu so students are not confused.</p>	<ol style="list-style-type: none">1. In Canvas, choose course2. Once in the course, click on "Settings" (bottom of the menu)3. Click on "Navigation" (top horizontal menu)4. Drag and drop menu links to the order you want them to be set. If you do not want students to see a menu link, drag it to the bottom list where they will be hidden5. When it is organized to your satisfaction, click "Save" button on bottom

Important Tips When Beginning on Canvas

Experience has taught me:
<p>Ways of contact between instructor and students:</p> <p>Canvas is a great online management system, but it has a lot of ways students can contact the instructor. To keep it organized and manageable, control the ways they have access.</p> <ul style="list-style-type: none">• Students can reply to a posting in announcements, discussion boards, Pronto, assignment submissions, and the inbox, not to mention when you have conferences going on. Unless you plan on checking these areas on a regular basis, then limit how students can post.• One suggestion: In discussion, start a "Homework Helper" (my name—you can name it whatever you want). This discussion is solely for questions that students may have regarding assignments or the class. Other students are welcome to respond if they know the answers, but I always respond as well.• Turn off replies/posts in announcements. Use it for just that—announcements to the students. This gives it a specific purpose, and if students have questions, they can post in the Homework Helper. <p>Adjusting the Course Menu:</p> <p>The other aspect of Canvas that is confusing is the sheer number of items you can allow in the course menu. Always remember that what students in an online class appreciate is clear directions. Figure out how you want students to navigate the course, and then create the course in that manner.</p> <ul style="list-style-type: none">• Adjust menu items to what you need students to have access to.<ul style="list-style-type: none">○ For example, with an online only course, "Modules" is heavily used, and within modules I post the assignments; I do not use the "Assignment" tab in the menu because I want to ensure students are reading the items in the module (lecture, PP, links, video, etc.) instead of simply clicking on an

assignment. However, for a face-to-face class, I use the assignment tab because I post the assignments after I've discussed them in class.

- Net Tutor can be listed in the left menu

Guidelines for Creating an Effective Syllabus

Based Upon the Course Outline of Record

1. A course syllabus must be based on the college's official Course Outline of Record (COR), and each instructor must cover all the content stated in that outline.
2. A course syllabus must have the Student Learning Outcomes (SLO) listed on the COR.
3. Attendance (alone) cannot be used to determine a student's grade; student evaluations/grades must be based upon "measurable and demonstrated objectives."
4. CORs for credit courses must show clear evidence of teaching and assessing students' critical thinking skills.

NOTE: Board Policy requires that the syllabus be given to students within the first two weeks of class.

There are a number of elements that make a course syllabus a more useful document for the student, as well as a safeguard for faculty should a student claim that he or she didn't know what was required or expected regarding the class or the assigned work. As soon as an instructor is scheduled to teach a course, the dean must provide him or her with a Course Outline of Record and the Student Learning Outcomes for each course the instructor will be teaching. Current CORs and SLOs are also available through the Office of Academic Affairs or on AP&P's web page.

State the Obvious

- Your name, phone number, and AVC e-mail address (only)
- Your office number and office hours (if applicable)
- Course title and number, including room, meeting days, and times
- Course prerequisites, co-requisites, advisories, and limitations on enrollment (see COR)
- Required textbooks and other materials students must purchase for the class
- Optional textbooks and/or supplies that would be helpful
- Any online support, such as internet resources

Required Information

While instructors have the academic freedom to develop and structure a syllabus that reflects their own teaching style, the foundation for the syllabus must come from the Course Outline of Record (COR) and the Student Learning Outcomes (SLOs).

- **Sheriff Department Emergency Contact Number**
 - Dial direct: 661-722-6399
 - From campus phone #4444 or #66399
- **Course Description and Objectives**—these must be stated exactly as written on the COR.

- **Course Content**—instructors may choose to list course content on a timetable (daily, weekly, monthly) that suits their particular style or approach; however, all content on the Course Outline of Record must be covered during the semester.
- **Course Approved Student Learning Outcomes (SLOs)**—instructors must include Course Approved Student Learning Outcomes (SLOs) on their syllabus. These must be stated exactly as written on the COR.
- **Assignments and Exams**—some instructors choose to provide the exact assignments and due dates with their syllabus; others merely indicate the types and number of assignments students should expect to encounter throughout the semester. In either case, instructors must build their homework assignments based upon those that are suggested on the “typical homework assignments” page in the COR. A syllabus should indicate the number and type of quizzes, tests, exams, projects, performances, and/or presentation students should expect and their scheduled dates. Instructors should also state whether or not late homework will be accepted or if late exams will be given and, if so, what the effect of late work will be on a student’s grade.
- **Methods of Evaluation**—it is a good idea to let students know how much weight (in percentages or points) will be given to assignments, exams, etc; this allows them to keep track of their own progress throughout the semester so that they are not surprised by an unexpected grade at the end. If instructors have developed grading rubrics or other standardized evaluations, these should be made available to students as well. As required, the COR links the evaluation of assignments, tests, or other graded work to the course objectives. This is also the place to indicate whether or not there are other classroom activities that will affect a student’s grade: class participation, field trips, collaborative groups, extra credit work, visits to the Learning Center or Library, etc. Remember, attendance alone cannot be used as a basis for giving a grade, but participation can.
- **The Americans with Disabilities Act**—*Recommended Language for Reasonable Accommodations*: If you have a legally protected disability under the Americans with Disabilities Act (ADA) or California discrimination law, and you believe you need reasonable accommodation to participate fully in this class, please make an appointment to see me during my private office hours or after class to discuss your needs.
- **AVC Academic Honesty Policy—Academic Policy - AVC Board Policies Section 5500**
 - *AVC Board Policies Section 5500 Guidelines for Student Conduct*: Violation of the Academic Honesty Policy: Dishonesty, including but not limited to, cheating, or plagiarism. Plagiarism – from the Latin word for “kidnap” – involves using another’s work without giving proper credit, whether done accidentally or on purpose. This includes not only words and ideas, but also graphs, artwork, music, maps, statistics, diagrams, scientific data, software, films, videos and the like. Plagiarism is plagiarism whether the material is from published or unpublished sources. It does not matter whether ideas are stolen, bought, downloaded from the Internet, or written for the student by someone else – it is still plagiarism. Even if only bits and pieces of other sources are used, or outside sources reworded, they must still be cited. To avoid problems, students should cite any source(s) and check with the instructor before submitting an assignment or project. Students are always responsible for any plagiarism in their work.

- An instructor who determines that a student has cheated or plagiarized has the right to give an “F” grade, or numerical equivalent, for the assignment or examination. Antelope Valley College reserves the right to utilize electronic means to investigate possible academic violations. Enrollment in any class implies student agreement and consent that all assignments are subject to submission for textual similarity review to an electronic database.
- **Number of Absences/Drops**—When the number of hours a student is absent in a specific course exceeds the number of hours the course meets per week, the student may be dropped from the course. The instructor may initiate the drop but it is the student's responsibility to drop.

Other Useful Information

It is a good idea to let students know what is expected of them when it comes to classroom behavior and the instructor’s expectations. (Refer to the student code of conduct in AVC’s College Catalog when developing these.) Both instructors and students will benefit from having the following in writing and presenting it at the start of the semester to avoid any misunderstanding or claims of unfair treatment.

A statement regarding:

- Late assignments and/or exams or extra credit work
- Late arrivals/tardiness and early departures (see the College Catalog on attendance)
- Electronics, cell phones, headphones, or other distracting paraphernalia
- College resources that can help students be more successful: the Learning Center, Writing Center, Math Lab, tutors and/or counseling services, availability of computers on campus, etc.

Professional Development (FPD) New Employee Guide Sheet

What & Why

Faculty Professional Development (aka FPD or FLEX) is required of all faculty. The FPD program at AVC has three standards, and all faculty (adjunct and full-time) are required to complete part of their FPD obligation in Standard 1. Faculty are paid for their FPD hours, and the pay is already calculated and a part of faculty pay checks, based on the assumption that faculty will complete their hours. If a faculty member does not complete his or her FPD obligation hours, that faculty member will be docked the hours.

Start with the Guidelines

Read the [FPD Guidelines](#) in order to understand what is required to fulfill your FPD obligation.

- www.avc.edu →Administration→Campus Organizations & Committees→Faculty Professional Development Committee→Forms & Documents→FPD Handbook

Review the [FPD Contract System Manual for Faculty](#)

- In the FPD web page, under Forms & Documents, scroll down to FPD Contract System to find the manual.

FPD Obligation

- Full time faculty are obligated to complete 60 hours of FPD: 10 hours in Standard 1, 15 hours in Standard 2, and 35 hours in Standard 3.
- Part time faculty and those with overload must complete the number of hours equivalent to their unit load, and $\frac{1}{3}$ of those hours must be within Standard 1. For instance, if a faculty member teaches 4 LHE (like a 4-hour lecture-lab class), then s/he must participate in 4 hours of FPD credit per semester.
- For part time faculty, excess fall hours may be rolled over into the spring semester, but hours missed during fall cannot be made up in spring.

Check Out the [Calendar](#)

The [Google Calendar](#) on the FPD web page lists all of the events that are available. If you click on the event, you will see all pertinent information, including the event's description.

- The Google Calendar is kept as up-to-date as possible.
- Always check the calendar right before attending an event in case of a cancellation.
- Some events are online, so be sure to look for the location of an event before signing up to attend.

Create Your Contract

Once you have decided on what you want to participate in for your professional development obligation, return to the FPD web page and click on [FPD Contract System](#) in the right-side menu.

- Login and click "Create a Contract"
- For part time faculty, the proposed contract is due on the 5th Monday of each regular semester. For full time faculty, the due date is the 6th Monday of the fall semester.
- Follow the directions outlined in the [FPD Contract System Manual](#)
- Submit your contract for dean approval

Self-Report Attendance

After completing your FPD obligation, go back to the contract system and login.

- Once in, click on the "Self-Report Attendance" link and report your attendance and events.
- Once you have submitted your attendance for all obligation hours, you have submitted your completed contract.
- For part time faculty, the self-report attendance is due on the 16th Friday of the fall semester. In the spring, all faculty submit their self-report on the 14th Friday.
- It is not a problem if you attended an event that was not originally on your contract and did not attend an event that was on the original contract. As long as you completed your obligation hours following the FPD Guidelines, it is acceptable.