



NEW LTCC FACULTY Q&A

Version Spring 2021



[Phone Directory](#)



HUMAN RESOURCES PROCESSES

Following your hire at LTCC, the Human Resources Office may have additional paperwork for you to complete. There are multiple processes that need to take place during hiring, so it is a great idea to reach out to HR to be sure that all necessary steps are complete. You may get in touch with [Human Resources](#).



E-MAIL AND CANVAS ACCESS

After you are hired, Human Resources and Information Technology will work to get your e-mail created. To log on, click [here](#). The portal that opens up allows you to access your email, grade book and grade rosters, and many other elements. You will also have access to Canvas, our online learning management system. You may be asked to complete Canvas certification or verify your previous teaching experiences in Canvas prior to using it. Your Canvas log-in (where your classes are found) is [here](#). If you have a technology challenge, please reach out to IT [here](#). Specific IT requests can also be made at [School Dude](#).



FACULTY CONTRACT & HANDBOOK

If you have questions about the faculty contract, you may read the current version [here](#). Contact the faculty association representatives to learn more about the contract, working conditions, and how changes are made to the contract through the collective bargaining process at LTCC. The 2017 [Faculty Handbook](#) is also helpful.



DEPARTMENT CONTACTS

To get up to speed on issues specific to your department (such as lab use, procedures, content or Canvas resources for you to use), reach out to your [department chair](#) or dean. Keep in mind that some departments have chairs while others are supervised by Ali Bissonnette and Brad Deeds, our two deans of instruction (contact them [here](#)).



Download the
Coyote Corner App

CLASS INFORMATION AND TEXTBOOKS

To get specific information about your classes, check out the current [schedule of classes](#). The [academic catalog](#) lists global information about departments and programs and the [academic calendar](#) details the dates of your classes and your faculty contract teaching period. The LTCC Bookstore ([here](#)) has information about course textbooks and supplies. The Library also maintains a [list](#) of textbooks.



LIBRARY AND INFORMATION SERVICES AND DISABILITY RESOURCE CENTER

Library and Information Services will provide you with valuable assistance in terms of course materials, information literacy, and more. Reach out to the wonderful staff [here](#). To check your library account, click [here](#). To connect with the Disability Resource Center, click [here](#). They provide important services to all students with disabilities. If you need to assess a student's learning or class accommodation or have questions about closed captioning, please connect with them.



ZOOM

During the COVID-19 pandemic, Zoom has been LTCC's most important tool for live classes and meetings. To get started with Zoom, you need to create an account with your LTCC e-mail [here](#). Please also check out the [Zoom One-Pager](#) to learn more.



STUDENTS

To connect with LTCC student resources, click [here](#). A number of offices including [Financial Aid](#), [Promise](#), [Student Life](#), [Equity](#), [Admissions](#), [Dual Enrollment](#), [ADVANCE](#), [Connect](#), [Veterans Services](#), [Work Experience](#), [Student Clubs](#), [Student Senate](#) may be valuable in learning more about services provided and opportunities for students.



Software Discounts

[Find Your Course Rosters](#)





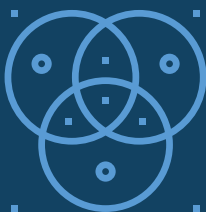
CLASS PREPARATION AND CREATION

There are many important steps involved in getting your class ready. In addition to your department chair or dean who may assist with class- and discipline-specific content, reach out to [Scott Lukas](#) (Faculty Chair of Teaching & Learning) to get information on teaching approaches, technology, and professional development workshops. In 2020-2021, Treva Thomas is the Director of Distance Education and she may assist you with all Canvas questions. To get ideas for your class syllabus, have a look at this [resource](#) and at the many [One-Pagers](#).

SLOS AND RELATED DATA



You may be asked to work on an SLO (Student Learning Outcome) assessment as part of your teaching duties. The SLO assessment is a quick process that measures how well students are learning in our courses. The system called [eLumen](#) is used to create these assessments. eLumen also has curriculum information that may be valuable. Any research questions may be directed to the [Office of Institutional Effectiveness](#).



COURSE MODALITY AND META MAJORS

LTCC classes are taught in many modalities: Face-to-Face (or in-person), DE or [Online](#), EVE ([Enhanced Virtual Education](#)), and ISP ([Incarcerated Student Program](#)). LTCC's classes are organized around five [meta majors](#).

EQUITY AND ANTI-RACISM

LTCC is committed to diversity, tolerance and anti-racism. To learn more about current and future initiatives, please visit this [site](#). Please also reach out to Director of Equity [Laura Salinas](#).



GENERAL LTCC INFORMATION

There are many other offices and programs at LTCC that you may wish to connect with. These include: [Institutional Effectiveness](#), [Lisa Maloff University Center](#), [Board of Trustees](#), [Public Information Office](#), [College Governance](#), [LTCC Foundation](#), [President's Office](#). To take a virtual tour of campus, download the app ([Android](#)) ([iOS](#)) and find your way to campus [here](#).