

## MEMORANDUM

**DATE:** August 18, 2008

**TO:** West Los Angeles College Adjunct Faculty

**FROM:** Robert L. Sprague, Vice President  
Academic Affairs

**SUBJECT:** Faculty Meeting for Adjunct Faculty, Fall 2008

Welcome back! You are invited to a special orientation on **Wednesday, August 27, 2008, from 5:00-7:30 p.m. in ATA 128.** We will meet to update you on campus construction, faculty support services, faculty benefits, ADX, the Library/Campus Research Project, and the Senate Top Ten List. We will also provide you with a quick review on Student Learning Outcomes. (Three hours of FLEX will be provided.)

All faculty may attend “Include SLO’s in your Syllabus, Assess SLO’s in Your Class” on Wednesday from 9:00 a.m. to 12:00 noon in the TLC lab adjacent to Info Tech in B-6. Dr. Flex (Lloyd Thomas) will be the presenter and participants will be provided with a copy of the Institutional Learning Outcomes and samples from several divisions. You must RSVP to attend ext. 4228. Bring your current syllabus and earn 3 hours FLEX credit.

Full-time faculty will have a mandatory meeting on Friday, August 29 from 9:00 a.m. to 12:00 noon in the Fine Arts Auditorium. Following the welcome there will be an innovative presentation of “Information Sound Bytes.” The committee has worked hard on making this day user friendly; come and “make their day”. Divisions will meet from 1:00-4:00 p.m. (The full day is assigned 6 hours of FLEX.)