



**Berkeley City College  
OFFICE OF INSTRUCTION**

JUNE 21, 2016

**TO:** All Faculty  
**FROM:** Tram Vo-Kumamoto, Vice President of Instruction  
**SUBJECT:** FALL 2016 Assignment Letter

Your course assignment(s) for the FALL 2016 session, August 22- December 16, 2016, is enclosed. This assignment is subject to minimum class enrollment guidelines, funding and applicable college, as well as district, policies.

Please confirm your acceptance of the assignment for the upcoming term by signing the Acceptance of Assignment form and returning it **along with your assignment print out** to the Office of Instruction. A copy of that form and your assignment has been enclosed for you to keep for your records. (Full Time Faculty, within their load, **don't** need to confirm acceptance. If overloaded please confirm.)

If you cannot accept this assignment, please contact Lisa Gwyn-Laigo at 510-981-2861 or BCC-VPIOffice@peralta.edu, immediately, in addition to returning this form. If you have any questions or concerns about this assignment, please contact your Dean.

As part of your professional duties, it is expected that you **submit your syllabus**, along with your office hours, grading policy and the **course approved student learning outcomes (SLOs)** for each class by the end of the first full-week of class. For full-term classes this fall, the deadline will be Friday, August 26, 2016 to submit your syllabus, as well as your office hours, via BCC Resources (directions attached). If you need assistance submitting your syllabus via BCC Resources, please contact Theresa Rhumjahn at (510)981-2883 or trhumjahn@peralta.edu.

**All course approved SLOs can be found by following the attached directions. For your convenience, you will be able cut and paste the SLOs to your syllabus. If you need assistance, please contact Alejandria Tomas at (510)981- 5097 or [atomas@peralta.edu](mailto:atomas@peralta.edu).**

**OFFICE OF INSTRUCTION CONTACT INFORMATION**

If you have any questions, please contact the Office of Instruction Staff:

Name	Location	Office Phone	Email
Vice President of Instruction: Tram Vo-Kumamoto	442	981-2933	tvokumamoto@peralta.edu
Staff Assistant to the VPI Office : Lisa Gwyn-Laigo	452	981-2861	lgwynlaigo@peralta.edu
Staff Assistant to the Office of Instruction Departments: Donna Dorsey	450B	981-2871	ddorsey@peralta.edu
Staff Assistant to the Office of Instruction PT/Tenured Faculty Evaluations: Nancy Cayton	450C	981-2872	ncayton@peralta.edu
Dean of BUS/SCI/Tech/Media Art: Francisco Gamez <i>Departments: Business, Computer Science, Science, Multi-Media Arts</i>	453	981-2881	fgamez@peralta.edu
Dean of Liberal Arts: Lisa Cook <i>Departments: Arts &amp; Cultural Studies, ASL, Modern Languages, Social Science, Mathematics</i>	454	981-2939	lcook@peralta.edu

TVK:nc  
Enclosures