

# PROGRAM ANALYSIS Q&A

**1. How will employees be notified that they will be impacted by the elimination of Programs?**

On June 1 the College sent out notices to all faculty members who may be impacted by program elimination or schedule reductions related to Program Analysis decisions. These were sent by Human Resources to the employees LCC email addresses and to their home addresses of record. Questions regarding these notices may be directed to Human Resources at 483 1870.

**2. Who will determine and communicate the teach out assignments?**

Teach out assignments will be determined and communicated by the same administrators who normally assign schedules in their respective areas.

**3. I am a full time faculty member and have received my 2 semester layoff notice, will I be considered for another full time assignment?**

The Alternatives to Layoff provisions (Article XXV.C) of the LCC-MAHE collective bargaining agreement is applicable to full time faculty members who have received layoff notices. Under those provisions the member may request to meet with the Administration and MAHE to discuss alternatives to layoff.

MAHE and the Administration have agreed to schedule individual meetings with these employees, which will be scheduled as soon as calendars permit.

**4. If a full time faculty member is laid off, will s(he) be considered for adjunct assignments, if no full time assignments are available?**

Yes, full time members are considered ACC adjuncts while on layoff status. (Article XXV.D.)

**5. I am an ACC Adjunct and have received my notice of a reduced schedule. Who will make Fall and Spring semester assignments, and how will those assignments be determined?**

Teach out assignments will be determined and communicated by the same administrators who normally assign schedules in their respective areas.

**6. What criteria will be used to schedule teach out assignments for the Fall and Spring semesters?**

Contractual provisions for normal scheduling (including Articles XI.F, XI.G and XIII.A), if applicable, will be followed.

Additionally, the Administration intends to offer ACC employees an assignment for the Spring or Fall semester, contingent upon the availability of assignments, but not necessarily for both. Non ACC Adjunct assignments will be offered, as needed.

**7. I am an adjunct and have received my notice of a reduced schedule; and I have jobs in other programs. Will my assignments in programs not impacted by the Program Analysis be impacted?**

No.

**8. Other than the notices, can we expect any additional communication regarding the impact of Program Analysis on us?**

Yes, the Administration scheduled a meeting on June 24, inviting all impacted employees to address their concerns and questions.

**9. Following the teach out assignments, will I receive a layoff notice?**

Layoff provisions are only applicable to full time members. They will receive notices, if an alternative to layoff is not implemented.

**10. What will be the last day of work for full time members who are laid off?**

They will be required to complete all required duties for their Fall, 2011 assignments, including submission of grades. The last day of classes is December 18 and grades must be submitted by December 20.