

What's Happening at Luna Friday, 12/06/2024 (3)

Week 16, 12/2-2/6 of the FALL 2024 Semester – Next week, 12/9-12/13, is In-Service week for Faculty and Staff.

Here is what's happening...

In-Service Week Schedule/Information

From the Office of the Vice President of Student Services, Karen Torres

Hello all!

It's that time of year! Next week's In Service Schedule is attached - please read the body of the email below and open the attachments.

Everyone:

1) Please come and contribute to the Holiday Treats (cookies, hors d'oeuvres) potluck on Tuesday the 10th to be held in the STEM common area across from TECH 102 starting at 1 pm, and then attend our semester wrap up All Campus meeting in Tech 102 at 3:30pm or via Zoom if you're off campus - here's the

link: https://us06web.zoom.us/my/carollinderluna?pwd=WmprRGlza3l3REFXWnYwRTBNUVBFZ z09

- 2) By Thursday, December 12th close of business, please review the attached email etiquette document (created by Stony Brook University) and practice sending emails with your Department Directors. There have been ongoing unprofessional email and chat issues across campus I know we can all do better. Please review this document and put it into practice! Also, if you haven't already, make sure that you have completed all of your yearly trainings on the Rough Rider Knowledge Bank here: https://sites.google.com/luna.edu/lcc-rough-rider-knowledge-bank/home?pli=1
- 3) If you'd like to, please join us at the Skillet to celebrate the end of the semester on Friday, December 13th at 4:30 pm. This is entirely at your discretion and will be BYOB.

Faculty Specific:

Deadlines:

Grades: Due Tuesday, December 10th at Noon. *CLOAS:* Due Wednesday, December 11th at 5pm.

Meetings:

1) The assessment committee is hosting office hours this Friday, the 6th, from 10am - 12 noon virtually (See email from Rachael Lucero) to help with CLOAS. They are also going to be

available in TECH 106 or virtually on Tuesday, December 10th to help. Please take advantage of their assistance and make sure to turn your CLOAS in on time.

- 2) Each department will hold a meeting at some point during the week to review CLOAS and specialized departmental information your Director will schedule those meetings.
- 3) Mandatory for ALL faculty and Directors: On Thursday. December 12th at 9am to follow up on our Retreat held at Kings' Stadium, we will have a discussion and reflection on HLC's new criteria 3B Exercise of Intellectual Inquiry (see screenshot below). When you're completing your CLOAS, contemplate this criteria and consider how you can implement these things more into your classroom be prepared to discuss and reflect. This meeting will be held in the LRC lecture hall and via Google Meet click here for link.

I deeply appreciate all of you and recognize it is your individual contributions that create the best opportunities for our students to succeed. I hope to be able to touch base with each one of you next week, but if I don't, I wish you the happiest of Holiday seasons and the best New Year yet.

Respectfully,

Karen Torres
Interim Vice President of Instruction and Student Services
Luna Community College
Phone: (505)454-5378 ext 1013

Cell: (505)429-5764



In-Service Week Schedule

1	Professional Development Week Block Schedule (December 2024)					
2	All Full-time Faculty are expected to work 8:00 - 5:00 pm; Adjunct Faculty encouraged to participate					
3						
4		Monday (Dec 9th)	Tuesday (Dec 10th)	Vednesday (Dec 11th	Thursday (Dec 12th)	Friday (Dec 13th)
5		Business as usual - Faculty work on CLOAs, prep Department Meetings per Directors	Grades due at NOON today to Registrar Board meeting at 10am in Board Room, swearing in of new Trustee Otherwise business as usual	CLOAS due at end of day Otherwise, business as usual	Business as usual- Faculty Prep Discuss and Reflect - HLC new criteria 3B Exercise of Intellectual Inquiry In LRC lecture hall or via Google Meet	Business as usual - Faculty Prep Directors review CLOAS/Department meetings
6	8:00 AM					
7	8:30 AM					
8	9:00 AM					
9	9:30 AM					
10	10:00 AM					
11	10:30 AM					
12	11:00 AM				Business as	
13	11:30 AM				usual/Faculty Prep	
14	12:00 PM					
		Lunch on your own	Lunch on your own	Lunch on your own	Lunch on your Own	Lunch on your own
15	12:30 PM					
16	1:00 PM	Business as usual - Faculty work on CLOAs, prep	POTLUCK - Holiday Treats - in STEM common area Assessment Committee CLOA Help - TECH 106	Business as usual - Faculty Prep Department meetings	Complete yearly trainings, including email etiquette and professionalism - practice with your department and share with Director - mandatory.	Business as usual - Faculty Prep
17	1:30 PM					
10	2-00 444					
18	2:00 AM					
19	2:30 PM					
20	3:00 PM					
21	3:30 PM		Campus Wide Meeting - TECH 102 or Zoom if off campus			
22	4:00 PM					
23	4:30 PM					Happy hour at local restaurant -
24	5:00 PM					ВУОВ



Email Etiquette Refresher



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USING EMAIL ETIQUETTE

First and foremost ask yourself, is it necessary to communicate via email? Would it serve me better to communicate in person? Have I thought about the various advantages and disadvantages of different types of communication - email, texting, written letter, in person, Skype or FaceTime, etc.?

Always use a subject line. Be sure to briefly and accurately write the purpose of your email in the subject line. This may help you receive a quicker response.

Use proper titles. Formally address others by their title unless given permission to do otherwise, such as Dr. X, Professor X, Dean X or Mr./Ms./Mrs., etc.

Identify yourself early in the email correspondence. If you are using your personal email account, it may not have your full name. So, it's important to identify yourself and give alternate ways to contact you such as a cell phone number or home number.

Do not use ALL capital letters to emphasize or highlight your message. This is considered to be rude, and can be interpreted as shouting at someone in terms of email etiquette.

Use diplomatic language. Write the email when you have time to think and carefully choose your words. Use positive statements. Keep negative ones to a minimum. Only write words that you would have also shared in person.

Write the email when you are calm. If you are experiencing any strong negative emotions or negative thoughts about the situation and/or the other person, wait until you cool down. It may be useful to seek out someone whom you trust or a confidential office that can listen to your concerns. You don't want to have any regrets. If necessary, write the email, but be sure to save it in draft. When you revisit it you're more likely to edit out the emotional content and stick to the facts.



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Be clear, focused and succinct. It's important to get to the point right at the beginning of your email. People often receive countless emails. The ones that seem long could be skipped over for review later on or read too quickly causing miscommunication or conflict. You don't want your email to be overlooked or responded to at a later date, because it was so lengthy. Rather than writing a long email, put the information in a Word document and refer to it as an attachment in your email message.

Write anything in an email that you would say in person. Sometimes people will risk saying things in an email that they are reluctant to share in person. There should be no difference if you're honestly communicating what you feel is important.

Use one topic per email. Make your request in the introduction. Leave details for the middle section of your email. In closing, briefly summarize your request. Do not overload the email with attachments.

Allow time for a response. Be patient and give a reasonable amount of time for a reply. If your issue is time sensitive, indicate such in the subject line and be sure to kindly request a reply by a certain date.

Organize your email message. Be sure the first sentence or paragraph clearly outlines your message and desired outcome or expectations. If you have a few key points, number them or use bullets. It helps the reader quickly scan and understand your message. Always list the most important points first.

Proofread. Check spelling and grammar. Use spellcheck. Remember that some words may be spelled correctly, but their use may be out of context to your subject matter. So, spellcheck isn't always a sure thing. It's important for you to personally re-read your email for errors in context too.

Respect confidentiality. Do not put confidential information in an email. If possible, be general and state that you would like to discuss the matter either by the phone or in person.





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Communicate in a professional manner. Do not use slang, jargon, emoticons or abbreviations such as LOL (Laugh out Loud). Use them for informal communication with people you know well such as friends, classmates, coworkers or family. Use a professional font. It's not necessary to use large fonts or to use bold, italics, underline or multiple text colors, etc. to emphasize your point. Emoticons or Emoji are often viewed as unprofessional and childish even though they do convey tone.

To BCC (Blind Carbon Copy) or CC (Carbon Copy)? There's hardly ever a good time to use BCC except when updating people on something like a change of address or when communicating to large groups content that is informal. Use CC when you wish to keep people in the loop with no need for them to reply.

Be respectful and courteous. Imagine that you're receiving this email. Are the tone and language professional? Use a positive tone. Tone means the emotion and attitude you want to convey. Finally, ending your email with the words such as *sincerely, thank you, or looking forward to your reply* is always appreciated.

Review your email. Are you sure that you want to send it? Is the person addressed the correct person to receive the email and/or should it be sent to someone else? Once you hit send, it is official.

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Graduation Info from the Registrar

Good Morning LCC Students,

Are you ready to graduate in Fall or Spring? If so then this message is for you! It is time to begin gearing up for the biggest celebration of your academic career. Students who plan to finish degree or certificate requirements need to apply to graduate. How do you do this follow these steps and submit the attached to the Office of the Registrar by the deadline indicated below:

- Deadline to apply to graduate FALL STUDENTS ONLY Friday, December 13, 2024 by 5pm MST submit Application for Degree and pay the one time graduation fee of \$15.00 per degree or certificate. (attached)
- All FALL graduates are eligible to walk in the SP25 commencement ceremony.
- Deadline to order your regalia (cap and gown) Friday, March 28, 2025 with the LCC Bookstore see attached flier for details
- Deadline to apply to graduate SPRING GRADUATES ONLY Monday, March 10, 2025 by 5pm MST- submit Application for Degree and pay the one time graduation fee of \$15.00 per degree or certificate. (attached)

ALL STUDENTS PLEASE DO NOT FORGET TO INDICATE ON YOUR APPLICATION FOR DEGREE YES OR NO, IF YOU WILL BE WALKING FOR THE SPRING 2025 COMMENCEMENT CEREMONY.

Students will receive their Final Degree Check clearing them for their degree via your LCC Student Email to include your eligibility for graduation honors. All students who are eligible for honors will be able to purchase the honor cord with your regalia order at the Bookstore who will have a list of students who qualify.

Students need to meet with their academic advisors to have their Application for Degree signed before submission to the Office of the Registrar. Also, students are required to pay the one-time non-refundable \$15 graduation fee (per award) at the time they submit their Graduation Clearance form. Failure to submit your Graduation Application and pay your fee will result in a delay of you receiving your diploma.

If you have already submitted your documents to our office please be on the lookout for your clearance via your LCC student email. If students feel that they need to be seen for a Final Degree by the Registrar's Office, please contact us to schedule your appointment.

Congratulations!

Kindly,
Alicia B Chacon, Registrar
Office of Registrar
505-454-2546
505-454-2548
achacon@luna.edu
registrar@luna.edu

Nursing

Dear prospective nursing students,

If you are working on completing the remaining prerequisite courses or have completed the required courses and are interested in applying to the nursing program for Fall 2025, please contact, Sandra Sanchez at (505-454-2566) or email sasanchez@luna.edu, in the nursing department to schedule a fall exam date for the TEAS 7 exam. Please view the information below.

Please provide a student ID number, phone number, and exam date in the email.

These are the required pre-requiste courses/labs needed-

Human A and P I/Lab (4 crs.)

Human A and P II/Lab (4crs.)

Composition 1 (3 crs.)

Composition 2 (3 crs.)

Intro. to Psychology (3 crs.)

Developmental Psychology (3 crs.)

General Lab Science (4 crs.)

Pathophysiology (4 crs.)

Intro. to Statistics (3 crs.)

There are the 5 courses that will be looked over for the required 2.75 GPA needed-

- *Human A and P I/Lab
- *Composition I
- *Intro. to Psychology
- *Developmental Psychology/Life Span
- *General Lab Science (Chemistry, Biology or Biology for Health Sciences)/Lab

All sciences must be taken within 7 years of application submission.

December 2024 TEAS Exam dates

Monday, December 16 @ 9:00 am Tuesday. December 17 @ 1:30 pm Wednesday, December 18 @ 9:00 am

Students can contact Sandra Sanchez via email at sasanchez@luna.edu or call 505-454-2526 (ext. 1816) to sign up for a test date.

Please provide a student ID number, phone number, and exam date in the email.

Students should create an account with ATI prior to the exam date (if you do not already have an account set up).

To create an account, go to www.atitesting.com click on Create Account next to Log In. (Use Luna CC ADN for institution and estimated graduation date of 5/10/2027.) Please use your Luna email to set up ATI account.

On the day of your exam, please **arrive 10 minutes early*** to log in and purchase the exam. The cost of the exam is \$70. You will need to bring a debit/credit card to purchase the exam and a photo ID for identification verification. **No food or drinks** are permitted in the testing site. A calculator is available in ATI and the proctor will provide paper and pencils for use during the exam. All materials will be collected by the proctor before you leave the exam site.

There will be no late admission into the testing area.

Respectfully,

Vanessa Y. Torres, M.Ed., B.Ed.

Student Services Specialist-Nursing
505-454-2525 (ext.1809)

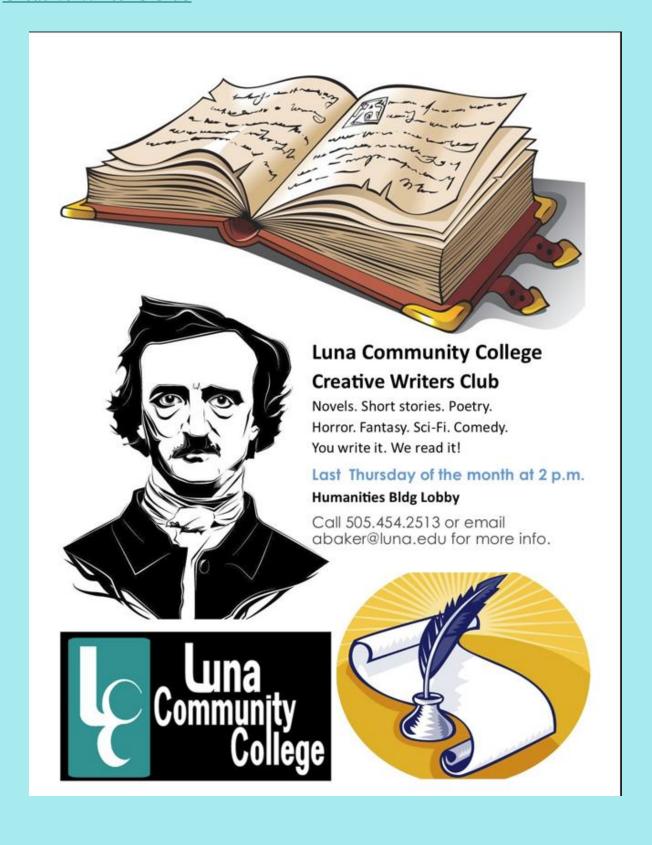
Payroll Office

CHESS Payroll Needs Employees to Verify Personal Information

- 1. As we prepare for the upcoming year, we need your help to ensure your information is up to date. Please take a few moments to log into Workday and verify that your personal details—such as your address, phone number, and emergency contacts—are current and accurate.
- 2. Additionally, if you haven't already, we encourage you to sign up for electronic W-2s. This option allows you to receive your W-2 securely and conveniently online, reducing paper use and ensuring faster access. To complete these tasks:
 - Log into Workday
 - Go to Actions > Payroll> Change My Tax Documents Printing Elections edit to review and update your details
 - **New Election** Receive electronic copy of my Year End Tax Documents or Receive both electronic and paper copies of my Year End Tax Documents

Deadline to be completed by 12/13/2024

Creative Writer's Club



Luna Eats



LCC Foundation



Luna Strong





timelycare Faculty & Staff Guidance Line

What? This is a dedicated phone line for your faculty and staff to reach the TimelyCare team for guidance and support in cases of student distress.

Who? Any faculty or staff member can use this resource.

Why? Faculty and staff are often the first line of support for students who can benefit from care.

How? Call 833-4-TIMELY any time, day or night.

Connect with a TimelyCare professional and talk about how to best support your students' well-being.

Use this service when a student:



Shows academic signs of distress.



Discloses problems with family, peers, a significant other, or a recent personal loss.



Refers to self-harm.



isolates from peers, faculty, or staff.



Shows physical and psychological signs of distress.



Is identified by peers as potentially needing support.

Have questions about a student in need of support? Call 833-4-TIMELY for guidance.

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Student Senate Elections

JOIN Community STUDENT SENATE

Student Senate has open seats for student senators. All students, part-time or full-time with a GPA above a 2.5 are eligible. Nominate yourself or your friends. Being a part of Student Senate is a great resume builder. Send your nominations to Mary Frances or stop by the ACE Lab by Wednesday November 27th, 2024.

What does Student Senate do?

Events

Plan events and activities and help clubs, organizations, and be a spokesperson for students

Student Senate Meetings

Student Senate holds a minimum of one meeting every month, Student Senate officers include President, Vice President and Secretary/
Treasurer after elections are held.

Board of Trustee Meetings

Every Senator must to attend monthly Board of Trustee meetings, hold one office hour in the SSLCC Office, and learn Robert's Rules of Order.

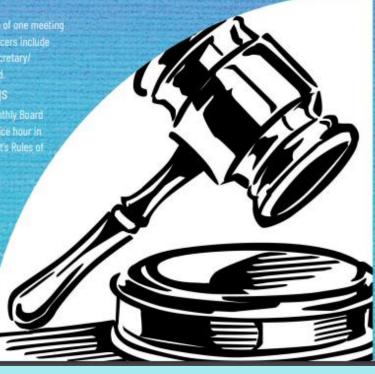
Contact

Mary Frances Bibb mbibb@luna.edu **OR** Sherry Goodyear sgoodyear@luna.edu

Earn a Stipend

Senator positions earn a \$300 stipend.

President, Vice President, and Secretary/
Treasurer positions earn a \$400 stipend



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TOWN OF SPRINGER DECEMBER 2024 EVENTS





DROP OFF NOV. 1ST THRU DEC. 15

4TH ANNUAL "SHARE THE WARMTH" DRIVE

The Springer Fire Department is hosting this event. Please drop off unwrapped hats, gloves, scarves, socks, and mittens. Your donations can be dropped off at City Hall between 8:00am-5:00pm or by contacting any Springer firefighter. Donations will go to local Springer children.

Questions? Please contact Craig Eppler at 575-707-0295 or fieldsuperintendent@townofspringernm.gov

SUNDAY, DECEMBER 1ST, 2024

COOKIE DROP OFF

Anyone interested in dropping off cookies for the Christmas Tree Lighting can drop off their cookies starting at 5:30pm at the Museum Park. If you have any questions or need your cookies picked up, please call Luella Smith at 575-707-0265



CHRISTMAS TREE LIGHTING CEREMONY

This year's Christmas Tree Lighting will take place at 6:00pm at the Museum Park. Hot Chocolate and Cookies available!

DECEMBER 3RD, 2024

SILVER SPURS COWBELL BAZAAR

The Bazaar will be held from 8:30pm to 2:00pm at the Springer Methodist Church. Frito Pie, Hot Dogs, Chili Dogs to be sold at Concessions.

SATURDAY. DECEMBER 7TH, 2024

ST. JOSEPH'S CATHOLIC CHURCH ALTAR SOCIETY'S ANNUAL CHRISTMAS BAZAAR The Bazaar will be held in the Parish Hall at St. Joseph's Catholic Church from 9:00am to 2:00pm. Concession stand open during the event.

MONDAY, DECEMBER 9TH, 2024

SCHOOL CHRISTMAS PROGRAM

Come join the children of Springer for their annual Christmas Program beginning at 6:00pm at the Miranda Center Gym

DECEMBER 20TH, 2024

HOME & BUSINESS LIGHTING CONTEST APPLICATION DEADLINE Any applications for the Home & Business Lighting Contest should be submitted to City Hall no later than 5:00pm. Pick up applications at City Hall

SATURDAY, DECEMBER 21ST, 2024

HOME & BUSINESS LIGHTING CONTEST JUDGING Judging will take place from 5:00pm to 6:00pm, so turn your lights on! Prizes for Home Lighting Category will be

\$100 for 1st place, \$75 for 2nd place, and \$50 for 3rd place. The Prize for the Business Lighting Category will be \$100 for 1st place.



SPRINGER'S CHRISTMAS LIGHT PARADE

Participants will line up at 5:30pm at Colfax General Long Term Care. The parade will begin at 6:00pm and will travel from CGLTC down to Museum Park. After the parade everyone is invited to the Springer Senior Citizen's Center for Coffee, Hot Chocolate and Pictures with Santa! Prizes for the top three floats will be awarded: 1st Prize - \$100, 2nd Prize - \$75, 3rd - \$50.00. Prizes for the Home and Business Lighting Contest will also be awarded at this time.



St. Joseph's Parish Hall Springer, NM Saturday, Dec 7th 9:00 am to 2:00 pm

Concessions, Baked Goods, Crafts, Jewelry, Tinwork & More!







Contact Judy Phelps
At 575-447-3967 more
information or to reserve a space.



Reminders

- All committees, departments, and individuals with information to share are encouraged to send their knowledge to sgoodyear@luna.edu each week by 5:00 P.M. on Wednesday (unless otherwise noted) for inclusion in the week's update. If you miss a deadline, don't worry, your information will be included in the following week's update provided it is still timely. When possible, your information should be in tidy bullet points that can easily be added to the basic update format. It is also helpful if you respond to the request for information for the week of the update in the reminder email that was sent out, as it makes it easier for me to find and include what you send in the update. Please submit any pictures in the form of jpegs.
- Thanks to all who shared information for this week's edition of "What's Happening at Luna."
- If you missed an edition of "What's Happening at Luna," find it here: https://luna.edu/whats happening.

Have a wonderful weekend!