

GLOSSARY OF TERMS

Academic Probation

After attempting 12 units, a student whose cumulative grade-point average falls below 2.0 is placed on academic probation. A student whose cumulative grade point average falls below 2.0 for three consecutive semesters is subject to dismissal from the College.

Academic Renewal

A student may initiate a petition to have his/her record reviewed for the removal of grade(s) from their permanent record for the purpose of computing the grade-point average. A student must meet specific conditions and may have a maximum of 18 units removed.

Advisory

An advisory is condition of enrollment that a student is advised (but not required) to meet before, or in conjunction with, enrollment in a course.

Appeal

A student request for reconsideration of a decision made affecting disciplinary action, grade change, prerequisite challenge, etc.

Articulation Agreement

An agreement with another institution that certifies that courses will be accepted for credit upon transfer.

ASSIST

An online student-transfer information system that shows how course credits earned at one public California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's public colleges and universities and provides the most accurate and up-to-date information about student transfer in California (assist.org).

Assessment

Assessment is the process the college uses to evaluate student skills in areas such as Reading, English and English as a Second Language (ESL), and Mathematics.

ASO (Associated Student Organization)

A organization which all enrolled students are eligible to join.

Associate Degree

A degree (Associate in Arts, A.A., or Associate in Science, A.S.) granted by a community college which recognizes a student's satisfactory completion of an organized program of study consisting of a minimum of 60 degree applicable semester units.

Audit

A student's attendance in a class with permission of the instructor and payment of a fee. No college credit nor grade is given.

CalWORKS Program

CalWORKs (California Work Opportunity and Responsibility to Kids) program offers training and support services to students receiving TANF (Temporary Assistance to Needy Families), previously AFDC.

Catalog Rights

Catalog rights refer to the right of every continuing student to choose one, and only one, catalog under whose course requirements the student is to be evaluated for the purpose of determining whether the student meets the requirements for graduation or for certification to transfer to UC or CSU. The continuing student may select the catalog which was in effect when the student initially enrolled at LATTC, or the catalog in effect when the student petitions for graduation or transfer certification.

Certificate of Achievement

Programs designed for students who are looking for instruction with a high degree of specialization. Certificates of Achievement vary in length and may require less than two years of full-time study, and may be pursued on a part-time basis. At the point of completion, students may request the issuance of a Certificate of Achievement.

Certificate of Completion

A document confirming that a student has completed a program or sequence of noncredit courses that prepares him or her to progress in a career path or to undertake degree-applicable or nondegree-applicable credit courses.

Certification of CSU General Education Requirements

Completion of a body of transfer courses which meet the general education requirements of the California State University system (CSU).

Concurrent Enrollment

A student may enroll in two mutually dependent courses within the same semester and/or may be simultaneously enrolled at both LATTC and a K-12 or another college.

Continuing Student

A student who maintains continuous attendance which is defined as no more than one semester absence within a school year, excluding Summer sessions and Winter intersessions.

Cooperative Education

An instructional program that is designed to complement the student's academic training with on-the-job experiences.

Corequisite

A condition of enrollment consisting of what course a student is required to simultaneously take in order to enroll in another course.

Counseling

Guidance provided by professional counselors in academic, vocational, and personal matters.

Course

A subject of study identified by Title and Number; for example: Art 101.

Credit by Examination

Credit granted for proficiency accomplished through testing.

Dismissal

A student on academic or progress probation for three semesters may be dismissed from the College. Once dismissed, the student may not attend any college within the Los Angeles Community College District for a period of one year and must petition for re-admittance at the end of that period of time.

Drop

A student's official withdrawal from a class.

Elective

Courses recommended for a given major in addition to prescribed requirements.

Full-Time Student

A student enrolled and active in 12 or more units during the Fall or Spring Semester.

General Education Requirements

A group of courses from several subject areas which are required for graduation by state law.

Grade Point

The numerical value of a college letter grade. A=4, B=3, C=2, D=1, F=0, times the number of units of the course: An "A" in a 5 unit course equals 20 points.

Grade-Point Average (GPA)

The GPA is determined by dividing the total grade point earned by the number of attempted units.

IGETC (Intersegmental General Education Transfer Curriculum)

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or the University of California system.

INC (Incomplete)

The administrative symbol "INC" is recorded on the student's permanent record in special situations in which the student has not been able to complete a course due to circumstances beyond the student's control.

IP (In Progress)

A symbol which indicates a course which continues over parts or all of two semesters.

Lower Division

College courses at the freshman and sophomore levels.

Major (Program of Study)

A concentration of study in a specified discipline.

MW (Military Withdrawal)

This occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the last day of the fourteenth week of instruction or 75% of the time the class is scheduled to meet, whichever is less.

NDA (Non-Degree Applicable)

Credit courses that do not apply toward a degree and are not transferable.

Non-Penalty Drop Period

The first two weeks of a regular Fall or Spring semester during which a student's enrollment in a class is not recorded on the student's permanent record if the student drops by the deadline. This deadline will be different for short term and summer session courses.

Pass/No-Pass

A form of grading whereby a student receives a grade of Pass (P) or No Pass (NP) instead of an A, B, C, D, or F. A grade of "P" is assigned for class work equivalent to a "C" or above. "NP" denotes work below a grade of "C."

Prerequisite

A condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

Progress Probation

A student will be placed on progress probation if, after enrolling in 12 units, the total number of units for which a W, NP or INC has been assigned equals 50 percent or more of the units enrolled.

RD (Report Delayed)

This temporary administrative symbol is recorded on the student's permanent record when a course grade has not been received from the instructor. It is changed to a letter grade when the grade report is received.

Returning Student

A previously enrolled student who did not attend the College during the previous two semesters. Attendance during the summer session is not included in this determination.

Satisfactory Completion

Completion of a course with a grade of "C" or better.

Schedule of Classes

A schedule giving directions for enrollment and detailed information about the times, locations, and instructors of the classes to be offered. It is issued before the beginning of each semester and summer session.

Semester

One-half of the academic year, usually 16 weeks.

Substandard Grade

An earned grade of "D" or "F".

Transcripts

A student's permanent record and an official list of all courses taken at a college or university showing the final grade received for each course.

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Transfer

A student may change from one collegiate institution to another after having met the requirements for admission to the second institution.

Transfer Courses

Courses designed to match lower-division courses of a four-year institution and for which credit may be transferred to that institution.

Transferable Units

College units earned through satisfactory completion of courses acceptable for credit at a four-year college or university (e.g. UC – University of California, CSU – California State University)

Units

The amount of college credit earned by satisfactory completion of a specific course taken for one semester. Each unit represents one hour per week of lecture or recitation, or a longer time in laboratory or other exercises not requiring outside preparation.

Units Attempted

Total number of units in courses for which a student was ever actively enrolled.

Units Completed

Total number of units in courses for which a student received a grade of A, B, C, D, or P.

Units Enrolled

Total number of units in which the student is enrolled at the end of the non-penalty drop period, which is the total number of units for all courses appearing on the student's transcripts.

W

An administrative symbol assigned to a student's permanent record for all classes which a student has dropped or has been excluded from by the instructor after the end of the non-penalty drop date, but by the last day to drop.

Withdrawal

The action a student takes in dropping all classes during any one semester and discontinuing coursework at the College.

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Lester, John (1991)

Professor, Electrical Construction & Maintenance
A.S., *Los Angeles Trade-Technical College*
Contractor's License C-10

Ley, Lidia (2002)

Instructor, Cosmetology
A.A., *Cerritos College*
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Light, Eugene M. (1995)

Associate Professor, Mathematics
B.A., *UC Irvine*
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Lisanti, James (1999)

Instructor, Culinary Arts
Culinary Arts Diploma, Western Culinary Institute
B.S.E., *Indiana State University, Terre Haute*
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Liu, Dr. Hsiao-Ling (1992)

Professor, Mathematics
Ph.D., University of Alabama

Lopez, Angelica (2013)

Associate Professor, Mathematics
B.S., *Michoacan University of San Nicolas de Hidalgo, Michoacan, Mexico*
M.S., *CSU Los Angeles*

Lopez, Gabriella

Department Chair, Library

Lopez, Rosa M. (1995)

Professor, Cosmetology
A.A., *Los Angeles Trade-Technical College*
A.A., *Glendale Community College*

Macias, Klaudia (2012)

Associate Professor, Counseling
B.A. *CSU Los Angeles*
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Maheta-Wells, Parul (2012)

Associate Professor, Mathematics
B.S., *B.Ed., Aujarat University, India*
M.S., *CSU Los Angeles*

Maina, Dr. Rose Gathoni (2000)

Professor Child Development
B.Ed., *Kenyata University, Nairobi*
M.A., *Mills College, California*
Ed.D., *U.S.C.*

Majors, Derek

Associate Professor, Counseling

Mancia, Roberto (2002)

Instructor, English
B.A., *M.A., CSU Long Beach*

Martin, Jolene

Assistant Professor, Counseling

McClain, Dr. Freddie (1993)

Department Chair, Behavioral & Social Sciences
Professor, Sociology
B.S., *M.A., MSW, Ph.D., University of Michigan*

McDermott, Deirdre (2002)

Department Chair, Language Arts and Humanities
Instructor, Communication Studies (formerly Speech)
B.A., *M.A., CSU Northridge*

- McDowell, John R. (1978)**
Professor, Labor Studies/Labor Center
B.A., M.A., CSU, Sacramento
- McDuffie, Eboni (2015)**
Assistant Professor, Counseling
B.A., UCLA
M.A., CSU Dominguez Hills
- McFall, Thomas J. (1990)**
Professor, Automotive/ Collision Technology
A.A., Cerritos College
B.V.E., CSU, Long Beach
ASE – Certified Auto & Collision
- McIntosh, Artina U. (2012)**
Assistant Professor, Business Administration
B.S., CSU Dominguez Hills
M.B.A., University of Phoenix
LLC, State of California
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Director of College Facilities
- Meftagh, Tayebeh (1993)**
Department Chair, Mathematics
Professor, Mathematics
B.S., M.S., UCLA
- Mendez, Armando E. (2012)**
Instructor, English
B.S., USNA, Annapolis
M.A., University of San Diego
- Mock, Jearold (2009)**
Instructor, Communication Studies
B.A., M.A. Eastern Illinois University
- Morago, Frederick (1985)**
Instructor, Automotive Collision Repair
A.A., Cerritos College
CAR Platinum Certification ASC
Platinum Certification in Painting, Body Work
- Moreno, Lisa (2001)**
Assistant Professor, English
B.A., M.A., CSU Los Angeles
- Moreno, Dr. Miguel A. (1981)**
Department Chair, Applied Science
Professor, Physics & Astronomy
B.S., University of California, Berkeley
M.S., Ph.D., UCLA
NASA former Senior Scientist - Hubble Space Telescope
Founder & Coordinator, USC-LATTC Partnership Program, 30 years of professional experience
- Morley-Mower, Cynthia A. (2002)**
Dean, Office of Instruction
B.A., University of Santa Clara
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Assistant Professor, Automotive and Related Technology
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Associate Professor, Counseling
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B.A. University of Mexico
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Associate Professor, Fashion Merchandising
B.S. University of Arizona
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Assistant Professor, Engineering
B.S. UC Berkeley
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- Needham, Matthew R., (2001)**
Professor, Refrigeration & Air Conditioning
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City of LA Steam Engineer's License
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Professor, Electrical Construction & Maintenance
A.S., Los Angeles Trade-Technical College
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Associate Professor, Library Science
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B.A., CSU Los Angeles
M.L.S., UCLA
- Oliva, Marcela (1991)**
Professor, Architecture
B.Arch USC
M.Arch Building Science Columbia University, N.Y., N.Y.
- Olszewski, John (2012)**
Instructor, Building Construction Techniques
- Ortiz, Angela (2016)**
Counselor, Counseling
B.S., San Francisco State University
M.S., Loyola Marymount University
- Ortiz, Jennifer**
Department Chair, English/ESL
- Osorio, Maria (2012)**
Associate Professor, Counseling
B.A., CSU, Northridge
M.S., CSU, Los Angeles
- Pakbaz, Mehrdad "Matt" (2012)**
Associate Professor, Computer Information Systems
B.A., University of Tehran
M.A., USC
M.S., Pacific Azusa University
- Pantastico-Caldas, Dr. Marissa C. (1996)**
Professor, Biology/Microbiology
B.S., University of the Philippines, Los Banos
Ph.D., University of Arizona
- Parker, Carolee (1994)**
Associate Professor, Humanities
B.A., B.F.A., UC Irvine
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- Pasin, Cristiano (2016)**
Assistant Professor, Culinary Arts
Culinary Art School, Recoaro Terme
B.S., University of Padova, Italy
- Patron, Anett (1992)**
Instructor, Child Development Center
B.A., Mount Saint Mary's College
M.A., CSU Los Angeles
- Perez, George (2012)**
Associate Professor, Diesel & Related Technologies
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Instructor, Spanish
BA, MA, Universidad Nacional Mayor de San Marcos, Perú
- Randall, Dr. Ayesha K. (2001)**
Professor, Learning Skills
B.A., UC Berkeley
M.A., Harvard University
Ed.D., University of Southern California
- Ramirez, Adela (1998)**
Child Development Center Teacher (SFP)
A.A., East Los Angeles College
B.A., CSU Los Angeles
- Ramirez, Jose L. (2011)**
Instructor, Automotive Technology
- Ramirez, Jose R. (2013)**
Instructor, Diesel & Related Technology
- Ramirez, Mario (2015)**
Assistant Professor, Diesel & Related Technology
- Ratcliff, Joseph (2000)**
Instructor, Kinesiology
Athletic Director
B.A., Glassboro State College/Rowan University
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Professor, Machining Technology
A.A., Los Angeles Trade-Technical College
B.A., CSU, Los Angeles
M.A., CSU, Long Beach
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Assistant Professor, Automotive and Related Technology
- Robinson, David S. (1999)**
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Electrical Contractor's License C-10
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Academic Senate 2nd Vice President
Professor, Cosmetology
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B.A., Southern Illinois University
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Licensed Cosmetologist, State of California
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Instructor, Culinary Arts
A.A., A.S., Los Angeles Trade-Technical College
CFE, Certified Food Service Executive
- Rodriguez, Caesar (2013)**
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Rodriguez-Estrada, Alicia (2000)

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B.A., M.A., UC Davis

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Romero, Sally (2013)

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M.A., UCLA
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Simpson-Rodgers, Nii (2008)

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Spence Roslyn (2008)

Instructor Culinary Arts
Grand Diplome: Cordon Bleu Culinary School, Paris
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Professor, Health & Kinesiology
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Instructor, Culinary Arts
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Wilson-Aus, Aileen (2012)

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B.S., University of Hawaii at Manoa
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Yasuda, Kathleen (2003)

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B.S., UC Irvine
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- Adams, Earl—Counseling
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 Armstrong, Helen—Fashion Design
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 Barillier, Bill—Ass't Dean of Students
 Barrett, Blanche—Cosmetology
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 Bastone, John—English
 Baumgardner, Betty—Apparel Arts
 Beck, Julius—Culinary Arts
 Becker, Richard—Machine Shop - CNC
 Bercseny, Alice—Nursing
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 Biggs, Burcott D.—Printing Technology
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 Blanchard, Leroy - Culinary Arts
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 Bonzo, Al—Ass't Dean Culinary Arts
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 Buonauro, John M.—Refrigeration/Air Conditioning
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 Brand-Njoku, Mary—Fashion Design
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 Brown, Mel—English
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 Coreas, Madeline - Fashion Design
 Corwin, Harold—Automotive Technology
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 Crane, Lloyd—Coor. Culinary Arts
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 DeFranco-Browne, Diane—Dance
 De Long, Verna—Counseling
 De Mers, Lowell—Business
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 Deritis, Vincent,
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 Diggins, Bernie—Plastics
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 Dobrian, Ed—Business
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 Douglas, Theda S.—Dean—Student Services
 Drebskaya, Finna - Fashion Design
 Dunn, Bob—Carpentry
 Earnest, Richard—Sign Graphics
 Eisenstein, Lenore—Fashion & Visual Merch.
 Eisler, Estelle—Fashion Design
 El-Tawansy, Mohamed—Mathematics, Physics, & Engineering
 Elder, Alice—Fashion Design
 Encinas, Dan - Automotive Technology
 Erickson, Ed—Coor. Electronics Technology
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 Ferraro, Richard, Political Science
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 Floro, Valerie—Nursing
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 Freeland Dave—Drafting Technology
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 Gentry, James—Counselor
 Gerdes, Joe—Air Conditioning Technology
 Giblin, Roger—Electrical Technology
 Gilreath, Woody—Registrar
 Gindraux, Jim—Commercial Art
 Glennan, Pete—Ass't Dean Admissions
 Gobin, Grace—Nursing
 Goetz, Geraldine—Fashion Design
 Gonzalez, Raymond—Accounting
 Gonzalez, Rose—Cosmetology
 Goodie, John—Air Cooled Engine Repair
 Gordon, Alice—Business
 Goss, Joseph—Printing
 Grater, Vincent—Electronics Technology
 Gray, jr., Elliot C.—Elect Constr & Maint
 Green, Earnest—Director—Culinary Arts
 Grigsby, Leah—Speech
 Grunbaum, Dorien— Professor Emerita, ESL
 Halsey, Frank—Automotive
 Harmetz, Richard—English
 Harris, Margie—Speech
 Hartwig, Betty J.—President
 Hatchimonji, Mike—Photography
 Hayes, Felix—Music
 Heanue, Helen—Philosophy
 Hedley, John D.—Culinary Arts
 Henry, Leroy K.—Accounting
 Henry, Robert—Business & Office Adm.
 Hernandez, Daniel—Machine Shop - CNC
 Hershsberger, Catherine—English & Education
 Hill, Mark—English
 Hinojosa, Jose—Printing
 Hochman, Mary—Library
 Hoffman, Bob—Printing
 Hollingsworth, Patricia—Language Arts/ Humanities
 Hundley, William—Carpentry
 Hunt, Clarence—Drafting Technology
 Hunt, Karen—Child Development Center
 Hunt, Horace—Physical Education
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 Jackson, Diana - History
 Jacobs, Loreto - Nursing
 Johnson, Franklin—Dean Instruction & Curriculum
 Johnson, Oscar—Machine Shop - CNC
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 Jones, Daniel—Electronics
 Jones, Oliver—Physical Education
 Jones, Willie—Automotive
 Kahng, Paul—Refrigeration & Air Conditioning, Professor Emeritus
 Katzman, Louis—Electronics
 Kelly, William—Architectural Technology
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 Kite, Leslie—Library
 La Salvia, Louis—Fashion Design
 Lahr, Eric—Culinary Arts
 Laird, Bill—Architectural Technology

320 Emeriti Faculty

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 Lawson, Allen—Computer Science & Graphics
 Lee, Alphonso—Electronics Technology
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 Leindholm, Peter—Electronics
 Lichtman, Donna— Professor Emerita, Director, DSPS
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 Lorin, Jack R.—Philosophy
 Luna-Reiger, Jane—Nursing
 Lunt, Charles—Plumbing
 Luther, John—Drafting Technology
 Maccani, Robert A.—English
 Mador, Sheldon—Accounting
 Maine, Marilyn, Cosmetology, Professor Emerita
 Maker, Janet—Reading Specialist
 Maloy, Hugh M.—Automotive
 Marich, Vincent—Fashion Design
 Marks, Clarence, Electronic Technology
 Marroquin, Manuel A.—Automotive
 Martin, Richard T.—Electronics
 Mason, Elinor—Librarian
 Matzkin, Samuel S.—Drafting Technology
 Mc Craken, James—Machine Shop
 McRae, Claude—Automotive Servicing
 McVay, Charles—Automotive Mechanics
 Megowan, Lorraine B— Professor Emerita, ESL/ Theater
 Meyer, Genevieve—English
 Michelson, Alice—Business
 Middleton, Rosemary, Allied Health
 Milby, Bob—Plastics Technician
 Milby, Lois—Counselor
 Milic, Stanley—Drafting Technology
 Minier, Charles—Electronics
 Minkoff, Miriam—Secretarial Science
 Misumi, Donald—Biology
 Miyasaki, Jacob—Electronics
 Monaco, Fred—Electronics
 Montour, Clifford - Business/Accounting
 Moore, Hugh—Apprenticeship
 Morosi, Bill—Dean Evening Division
 Moss, Dorothy—Nursing
 Mouradian, Catherine L.—Physical Education
 Mundell, Mary—Biology
 Munson, Mae—Coor. Cosmetology
 Murbach, Louis—Drafting Technology
 Murgolo, Vito—Aircraft Mechanics
 Murphey, Chrystal—English
 Murphy, Margaret - Mathematics
 Neal, Elinor—Cosmetology
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 Newell, Bruce—Restaurant Management
 O'Connor, Charles B.—Printing Technology
 Oeffinger, Ralph—Electronics
 Oliver, Jack—Ass't Dean DSPS
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 Padilla, Phillip—Machine Shop - CNC
 Pagano, Marian—Child Development Center
 Paige, William—Mathematicsematics
 Palacios, Rodrigo, Department Chair—Language Arts/Humanities
 Palmer, Ernestine—Counseling
 Paris, Nick—Vending Machine Technology
 Parker, Wilber—President
 Parker, Ron—Cooperative Education/Apprenticeship
 Passarelli, Frances—Fashion Design
 Payne, Thomas—Chemical Technology
 Pelka, Martin—Athletic Director
 Pemberton, Clarence—Electronics/Comp Sci
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 Petrella, Gino, Bookbinding
 Petrie, Iris—Fashion Design
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 Rosario, Gliceria - Counseling, Professor Emerita
 Rose, Judith—English
 Roth, Bill—Automotive Technology
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 Sandoval, Philip Jr.—Printing
 Sapos, Carol - Fashion Design
 Schlesinger, David—Automotive
 Schroeder, James—Commercial Arts
 Schubert, Donald D.—Culinary Arts
 Scott, Jane—Physical Education
 Scully, Frances—Fashion Design
 Seitz, John— Professor Emeritus, Electrical, Construction Maintenance
 Seklemian, Haig—Chemistry
 Serrato, Rudy - Automotive Technology
 Shapiro, Heschel—Mathematics
 Shaw, Walter—Coor. Registration
 Sherer, Richard— Professor Emeritus, Business Adm./Math
 Shreve, Lois—Nursing
 Shurgot, Margaret—Nursing & Hlth Occup
 Silvera, Susan, Professor—Computer Science
 Simonds, Harry—Apprenticeship
 Simpson, Helen—Business
 Sirotnik, Lou—Drafting Technology
 Smith, Gladys—Nursing
 Smith, Phil—Counseling
 Spillman, Nancy—Economics
 Squillante, Nancy—Counseling
 Starr, Art—Commercial Art
 Steele, Barbara—Cosmetology
 Steiner, Emma—Child Development
 Stevens, Thomas L.—President
 Suhr, Tong—Journalism
 Szymanski, Gary - Art
 Tabakian, Paul—Chemistry
 Takusagawa, Hiroshi—Air Conditioning
 Tang, May—English
 Tayloe, Ralph—Dean Academic Affairs
 Taylor, Annette—Fashion Design
 Taylor, Melvin - Real Estate
 Taylor, Richard—Drafting Technology
 Taylor, Walter Jr.— Honorary Professor (Post), Electronics
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 Theile, Carl—Political Science
 Thomas, William Dr.—English
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 Tishler, Sheila D., Counseling, Professor Emeritus
 Tom, William—Physical Education
 Tomberlin, Hilda—Dean, Career & Technical Education
 Topek, Bob—Graphic Arts
 Torii, Frank—Automotive
 Tortarola, Angelo—Printing-Letterpress
 Tripp, Constance—Nursing
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 Veley, Victor—Dean Academic Affairs
 Viaes, Manuel—Cosmetology
 Vreeland Richard—Ass't Dean Instruction
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 Walker, Marian—Culinary Arts
 Wallace, Paul—Aircraft Trades
 Weingartner, John J.—Welding Gas & Electric
 Weingourt, Dr. Rita - Nursing
 Williams, Doris—Nursing
 Wilson, Patricia—Fashion Design
 Winston, Willa—Nursing
 Wirt, Sheila M.—Fashion Design
 Woo, George—Carpentry
 Wood, John—Metals Technology
 Woodward, John—Drafting Technology
 Wright, Jim—Art
 Yamabe, Jack—Automotive Technology
 Yoshino, Stanley—Commercial Art
 Zabriskie, Ronald—Plumbing
 Zinn, Adrienne—Fashion Merchandising

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EMERGENCY INFORMATION

The college is concerned about your safety in case of an emergency.

Detailed instructions are posted in every classroom and throughout the LATTC campus. Additionally, you may visit the Environmental Health and Safety Website for more information: <http://college.lattc.edu/ehs/>

In case of emergency, remember these key points.

- Secure yourself
- Assess the situation
- Forward information
- Enact according to the campus Emergency Evacuation Plan

EMERGENCY RESPONSE INFORMATION

LATTC-Sheriff Telephone Numbers for Emergency

In case of an emergency, you should immediately contact the College's Sheriff's Office on campus.

- Dial Ext 3611 or 911 to reach the College Sheriff's office from any campus phone.
- You also may dial 911 to reach the sheriff's office.
- You may also press the extension button marked "EMERGENCY", on all campus phones.
- Pick up the campus emergency blue telephone station "dial direct" to the College Sheriff's Office.
- If you use your cell phone you may dial 213-763-3611 to connect to the College Sheriff's office.

Please note if you dial 911 from your cell phone or pay phone on campus, it will not connect directly to the College Sheriff's, but it will connect to outside emergency services.

MEDICAL EMERGENCY

- Call the College Sheriff if the injury is life threatening and calmly provide detailed information to the Sheriff's Office.
- Stay on the line to answer any questions.
- Comfort the injured person by talking to them until help arrives.

BOMB THREATS

Bomb threats are usually received by telephone.

The person receiving a bomb threat should remain calm and attempt to obtain as much information as possible from the caller by using the "TELEPHONE THREAT" listed below.

Call the Sheriff's Department ext. 3611(from your mobile phone dial 213-763-3611). Give your name, location and telephone number. Inform the dispatcher of the situation, including any information you may have as to the location of the bomb, time it is set to explode, and time when you received the call.

Inform your supervisor and/or department head.

SUSPICIOUS OBJECT OR PACKAGE

In the event a suspicious object or potential bomb is observed on campus, do not handle the object. Immediately clear the area and call the college sheriff office at ext. 3611(from your mobile phone dial 213-763-3611)

EARTHQUAKE

In the event of earthquake:

- Stay Calm.

If inside

- Stay inside.
- IMMEDIATELY get away from windows and large objects that may topple; DROP, COVER, and HOLD ON
- DROP to the ground.
- COVER by getting under a sturdy desk or table, and
- HOLD ON to it until the shaking stops.

If outside

- Stay outside.
- Go to your designated evacuation area on campus, away from buildings, trees, and power lines.

FIRE/SMOKE

If you detect fire or smoke

- Immediately activate the nearest fire alarm pull station.
- Call the College Sheriff and notify them of the location of the fire.
 - If you hear a fire alarm
 - Immediately EVACUATE the area.
 - Turn off all equipment and close doors as you leave.
 - Proceed to the nearest exit and to your designated "Evacuation Area".
 - Remain calm and await further instructions.

ELEVATOR ENTRAPMENT

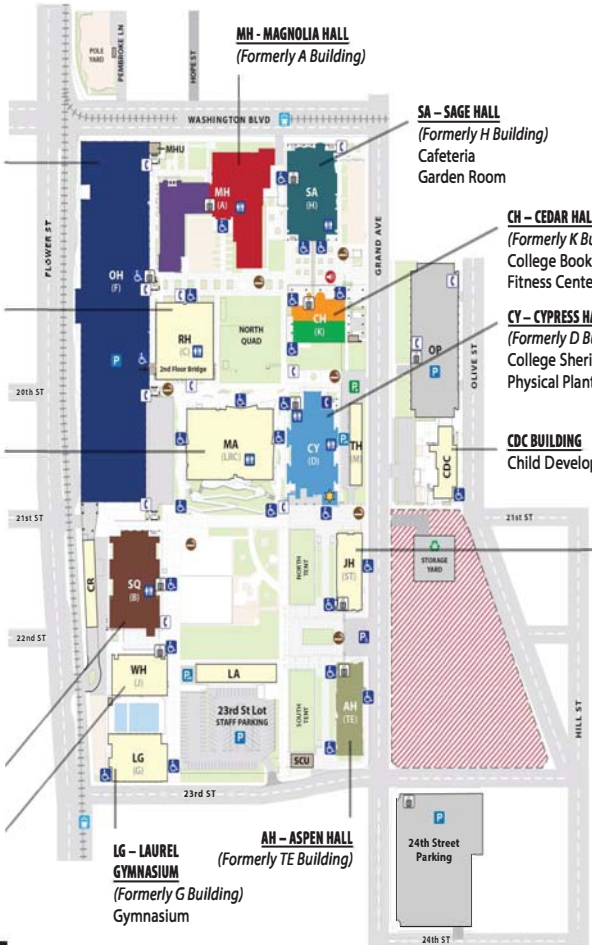
If you become trapped in an elevator, remain calm.

- Press the red emergency button to activate the audible elevator alarm system which automatically notifies College Sheriff and Physical Plant Ext: 3612, then
- Wait for qualified personnel to respond and assist. DO NOT ATTEMPT TO STEP OFF THE ELEVATOR unless specifically instructed to do so.

LATTC CAMPUS MAP

Our Pathways

- Advanced Transportation & Manufacturing (ATM)
 - OH – OAK HALL
- Applied Sciences (AP)
 - CH – CEDAR HALL
- Business, Child Development, and Labor Studies
 - CH – CEDAR HALL
- Construction, Maintenance & Utilities (CMU)
 - SQ – SEQUOIA HALL
- Cosmetology
 - MH – MAGNOLIA HALL
- Culinary Arts
 - SA – SAGE HALL
- Design & Media Arts (DMA)
 - CY – CYPRESS HALL
- Health & Related Sciences (HRS)
 - MH – MAGNOLIA HALL
- Liberal Arts (LA)
 - AH – ASPEN HALL



- OH – OAK HALL**
(Formerly F Building)
- RH – REDWOOD HALL**
(Formerly C Building)
Associated Student Organization (ASO)
Foster & Kinship Care/Guardian Scholars
Office of Student Life
Worksource Center
- MA – MARIPOSA HALL**
Academic Connections
Academic Technology
Bridges to Success Center
Copy/Mail Center
Disabled Student Programs & Services (DSPS)
Dream Resource Center (DRC)
Information Technology (IT)
Labor Center
Library
Open Computer Labs
Staff Lounge
Student Health Center
Veteran Student Center
- SQ – SEQUOIA HALL**
(Formerly B Building)
- WH – WILLOW HALL**
(Formerly J Building)
Athletics

- SA – SAGE HALL**
(Formerly H Building)
Cafeteria
Garden Room
- CH – CEDAR HALL**
(Formerly K Building)
College Bookstore
Fitness Center
- CY – CYPRESS HALL**
(Formerly D Building)
College Sheriff
Physical Plant
- CDC BUILDING**
Child Development Center

- JH – JUNIPER HALL**
(Formerly ST Building)
Academic Affairs
Administrative Services
Admission & Records
Business Office
CAFYES
Career Center
Cross Cultural Counseling Center
EOPS/Care
Financial Aid
Foundation
GAIN/CalWorks
Institutional Effectiveness
International Students
Office of the President
Payroll-Personnel
Student Affairs
University Transfer Center

- LG – LAUREL GYMNASIUM**
(Formerly G Building)
Gymnasium
- AH – ASPEN HALL**
(Formerly TE Building)



or visit map.lattc.edu and tap the location icon



Rev: 10.06.2017

BUILDING DIRECTORY		
AH - Aspen Hall	LG - Laurel Gymnasium	SQ - Sequoia Hall
CDC - Child Development Center	MA - Mariposa Hall	TH - Toyon Hall
CH - Cedar Hall	MH - Magnolia Hall	WH - Willow Hall
CR - Central Receiving	OH - Oak Hall	
CY - Cypress Hall	OP - Olive St. Parking	
JH - Juniper Hall	RH - Redwood Hall	MHU - Magnolia Hall Utility
LA - South Library (un-occupied)	SA - Sage Hall	SCU - South Campus Utility

LEGEND	
	Sheriff's Office
	Designated Smoking Area
	Designated Free-Speech Area
	Construction Area
	Metro Rail Stop
	Public Pay Phone
	Elevator
	Accessible Entrance
	Emergency Blue Phone
	Gender Neutral Restroom
	Accessible Drop-Off
	Student Parking
	Faculty/Staff Parking
	Motorcycle Parking
	Sheriff Parking

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