



**Extension**

Business, Management & Legal Programs

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# Quarterly All BMLP Instructors Zoom (All-BIZ) Meeting

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# Agenda Part 1 (for all BMLP Instructors)

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- **Changes in Instruction Method and Schedules need to be approved by PR and Units (signed contracts have official schedules and salary listed already)**
- **Instruction End Date of Sunday, 12/17 (offices closed from 12/23/23-1/2/24)**
- **Proper Usage of an “I” (Incomplete) Grade (new process/steps)**
- **Grades that instructor should never submit**
  - **W, DR, I (prior to official approval), N (when not requested by student)**
- **Mandatory HR Trainings Reminder**
- **All Student Accommodations Require Proper Approval**
- **Official grade submission due on Instructor Portal (2-weeks after last class meeting)**
- **How to deal with AI (PDF from Melissa Turkington)**
- **Reviewing Course Syllabus and all expected deliverables at beginning of class**
- **Copies of Canvas Course Shells happens 3-4 months before class starts**
- **UNEX Instructor Resource Site (Parking, BruinCard, Discounts, Library access)**
- **Q&A**



# Agenda Part 2 (for New BMLP Instructors only)

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- **Introduction to 4 BMLP Units and our staff**
  - Quick Overview of BMLP Instructor Resource Site on Canvas
  - Quick Overview of UCLA Extension Instructor Resources website
- **Accessing Your UCLA E-mail Account**
- **Best Practices and Common Issues for BMLP Instructors**
- **Grading Policies Updates/Reminders**
- **Academic Technology and Learning Innovation**
- **Bruin ePermit Portal**
- **UCLA Mobile App**



# Changes in Instruction Method and Schedules

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- This is becoming a more pervasive problem lately
  - Any and all changes to an Instruction Method and/or schedules must be communicated to and approved by your Program Rep(s) and Unit(s)
- Please note that instructors sign contracts about 2 months before the start of the quarter that have official schedules and salary listed
- Also please note that students are enrolling into classes based on schedule that is advertised on our website and enrollment always opens 8-9 weeks before the start of the quarter
- Instruction End Date of Sunday, December 17, 2023
  - Most Extension offices will be closed starting from Saturday, December 23<sup>rd</sup>, 2023, to Tuesday, January 2<sup>nd</sup>, 2024
  - We are reopening on Wednesday, January 3<sup>rd</sup>, 2024.

# The Proper Usage of an “I” (Incomplete) Grade

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## Biggest change for “I” grades starting 2023 Winter Quarter:

- The form has been reconfigured yet again and is now streamlined so that it is less confusing for our students and instructors
- As of Winter 2023, students are required to initiate request for “I” and it has to be reviewed and approved by both the instructor and their respective Program Units
- <https://www.uclaextension.edu/transcripts-credits-grades/grading-scale>

## Instructors can issue an “I” grade to students **ONLY IF ALL** the following apply:

- The student(s) are in good standing for your Section, which means the student(s) was progressing along well and was likely going to receive a passing grade for your class
- You have been in contact with the student(s) and have a plan on exactly when the student(s) will complete any missing assignments/exams/projects/papers prior to the end of the upcoming Quarter
- An official “I” grade request form needs to be completed before the end of the quarter

# Grades that an Instructor Should Never Submit

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## Below are 2 grades that instructors should never submit

- **W (Withdrawal)**
  - Should only be inputted when requested by a student
- **DR (Deferred Report)**
  - Often confused with the “Do Not Record” grade
  - The interim notation of DR is utilized when an instructor alleges that a student has engaged in academic misconduct such as cheating, multiple submission, or plagiarism
  - Will be inputted by our Student Rights and Responsibilities Committee

## Below are grades that instructors should submit when instructed to do so:

- **I (Incomplete)**
  - Should only be inputted after approved by both instructor and CE and prior to end of the quarter
- **N (Not for Credit)**
  - Should only be issued when it is noted in the Grading Sheet
- **S/U (Satisfactory/Unsatisfactory)**
  - S is equivalent to grades assessed as B or higher and only for X/XL 200-499 Courses

# Mandatory HR Trainings (**Required by 9/13/23**)

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**<http://lms.ucla.edu>**

- log in with your UCLA SSO credentials
- Go to “Required Training” tab
- All trainings must be attended/acquired and not expired, in order to continue teaching at UNEX
  - **COVID-19 Prevention (2021) UCLA Update**  
(one time only, no expiration date)
  - **General Compliance Briefing: University of California Ethical Values and Conduct**  
(one time only, no expiration date)
  - **UC Abusive Conduct in the Workplace (NEW in 2023!)**  
(one time only, no expiration date)
  - **UC Cyber Security Awareness Fundamentals**  
(annual training, expires in 1 year from last completed date)
  - **UC Preventing Harassment & Discrimination: Supervisors, Faculty, MSP**  
(bi-annual training, expires in 2 years from last completed date)

# Mandatory HR Trainings (Required by 9/13/23)



# Mandatory HR Trainings (Required by 9/13/23)

Training Analysis - SumTotal

https://uc.sumtotal.host/rcore/c/pillarRedirect?isDeepLink=1&relyingParty=LM&url=https%3A%2F%2Fuc.sumtotal.host%2Flearning%2Fapp%2F...

Learning Center

SELF MY TEAM

Learning Search

	Name	Code	Priority	Assigned Date	Due Date	Last Completed Date	Expiration date	Assignment Type	Assignment Status
<input type="checkbox"/>	<a href="#">START</a> eCourse:COVID-19 prevention (2021) UCLA Update	LAC-EHS-COVID-BRIDGE-ECO		8/6/2021	9/20/2021	9/29/2021		Required	Attended
<input type="checkbox"/>	<a href="#">START</a> eCourse:General Compliance Briefing: University of California Ethical Values and Conduct Certification	ETHICS-LA-ECO		4/2/2018	5/14/2018	5/14/2018		Required	Acquired
<input type="checkbox"/>	<a href="#">START</a> eCourse:UC Abusive Conduct in the Workplace Certification	LA-UCLLOL0075		3/15/2023	6/13/2023	3/24/2023		Required	Acquired
<input type="checkbox"/>	<a href="#">START</a> eCourse:UC Cyber Security Awareness Fundamentals Certification	SECURITY-LA-ECO		1/10/2019	2/5/2024	2/5/2023	2/5/2024	Required	Acquired
<input type="checkbox"/>	<a href="#">START</a> eCourse:UC Preventing Harassment & Discrimination: Supervisors, Faculty, MSP Certification	AB1825-LA-ECO		10/6/2022	6/5/2024	6/6/2022	6/5/2024	Required	Acquired

# All Student Accommodations Require Proper Approval

The screenshot shows a web browser window with the URL [my.uclaextension.edu/courses/31517/external\\_tools/375](https://my.uclaextension.edu/courses/31517/external_tools/375). The browser's address bar and tabs are visible at the top. The page content is divided into a left sidebar and a main content area. The sidebar, under the 'UCLA Extension' header, lists navigation options: Home, Announcements, Course Syllabus (circled in red), Modules, Grades, People, Zoom, Videos, Assignments, Collaborations, Discussions, Files, Pages, and Quizzes. The main content area features a header with the 'Institutional Policies' link (circled in red) and a sub-header 'Student Conduct'. Below this, a paragraph states that students are subject to disciplinary action for various types of misconduct. A large red oval highlights the 'Services for Students with Disabilities' section, which includes text about accommodations and a link to <https://www.uclaextension.edu/pages/str/studentwithDisabilities.jsp>. The 'Incompletes' section is partially visible at the bottom.

Course Syllabus

my.uclaextension.edu/courses/31517/external\_tools/375

UCLA Extension

Spring 2021

Home

Announcements

**Course Syllabus**

Modules

Grades

People

Zoom

Videos

Assignments

Collaborations

Discussions

Files

Pages

Quizzes

**Institutional Policies**

**Student Conduct**

Students are subject to disciplinary action for several types of misconduct or attempted misconduct, including but not limited to dishonesty, such as cheating, multiple submission, plagiarism, or knowingly furnishing false information to the University; or theft or misuse of the intellectual property of others or violation of others' copyrights. Students are encouraged to familiarize themselves with policy provisions which proscribe these and other forms of misconduct at: <https://www.uclaextension.edu/pages/str/studentConduct.jsp>

**Services for Students with Disabilities**

In accordance with the Americans with Disabilities Act of 1990, UCLA Extension provides appropriate accommodations and support services to qualified applicants and students with disabilities. These include, but are not limited to, auxiliary aids/services such as sign language interpreters, assistive listening devices for hearing-impaired individuals, extended time for and proctoring of exams, and registration assistance. Accommodations and types of support services vary and are specifically designed to meet the disability-related needs of each student based on current, verifiable medical documentation. Arrangements for auxiliary aids/services are available only through UCLA Extension's Office for Students with Disabilities at (310) 825-0183 or by email at [access@uclaextension.edu](mailto:access@uclaextension.edu). For complete information see: <https://www.uclaextension.edu/pages/str/studentwithDisabilities.jsp>

**Incompletes**

# Friendly Tips and Reminders

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- **Official grade submission due on Instructor Portal (2-weeks after last class meeting)**
- **How to deal with AI (PDF prepared by Melissa Turkington and Article saved by BMLP Director)**
- **Reviewing Course Syllabus and all expected deliverables at beginning of class**
- **Copies of Canvas Course Shells happens 3-4 months before class starts**
- **UNEX Instructor Resource Site (Parking, BruinCard, Discounts, Library access)**

# End of First part of All-BIZ Meeting

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# Introduction to BMLP Team

Business, Management, and Legal Programs (BMLP)	Ing Phansavath – Associate Director Jenelle Cristobal – BM Program Assistant Thamires Oliveira de Moura – Program Manager
<p><b><u>Financial Management Programs (FMP)</u></b></p> <p>Mark Ramseyer – Program Director  Joshua Aguilar – Program Manager  Greg Gonzalez – Student Affairs Officer  TBD (Joshua) – Program Rep  Athena Roscoe – Program Rep  Philip Williams – Program Rep</p>	<p><b><u>Industry Segments Programs (ISP)</u></b></p> <p>Ing Phansavath – Program Director (Majority of ISP)  Mark Ramseyer – Program Director (Real Estate only)  Enrique Aragon – Program Manager  Sarah Mori – Student Affairs Officer  Lina Ogolla – Program Rep</p>
<p><b><u>Legal Programs (LP)</u></b></p> <p>Aymara Zielina – Program Director  Michael Martinson – Program Manager  Clarissa Cupero – Student Affairs Officer  Zara Fuerstein – Program Rep  Voltaire Tinana – Program Rep  Lisa Piervencenti – Administrative Assistant</p>	<p><b><u>Leadership, Management, &amp; Communications (LMC)</u></b></p> <p>Ing Phansavath – Program Director  Walen Ngo – Program Manager  Eric Hubert – Student Affairs Officer  Eddie Fisher – Program Rep  Zalina Walton – Program Rep  Shane Henderson – Administrative Assistant</p>

# Resources for Instructors

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## BMLP Instructor Resource Site (via Canvas)

- Should appear on your Dashboard in Canvas
- <https://my.uclaextension.edu/courses/22135>

## UCLA Extension Instructor Resources Site

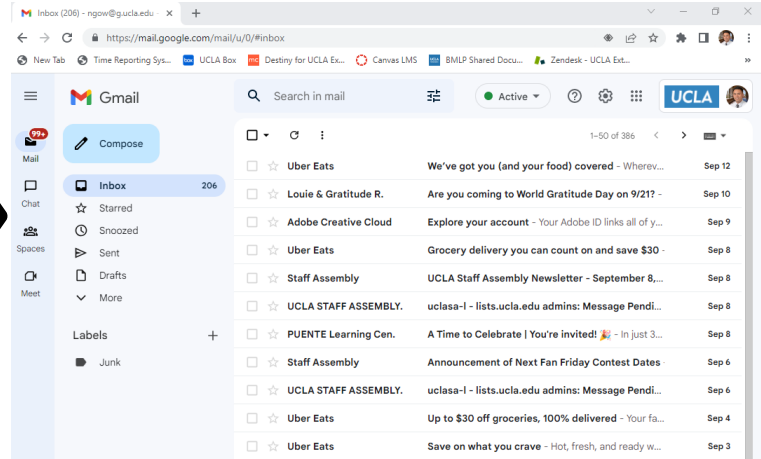
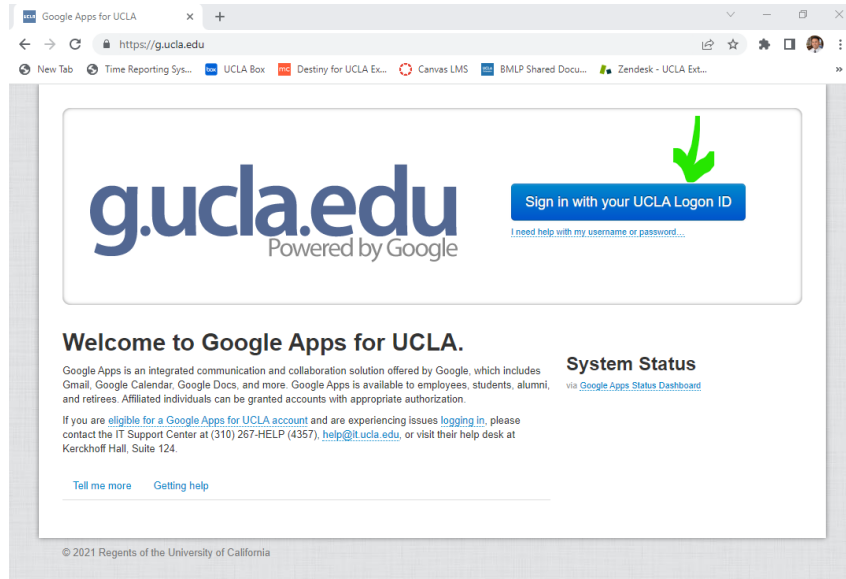
- Recently launched
- <https://instructor.uclaextension.edu/instructor-support/>



# Accessing Your UCLA E-mail Account

<https://g.ucla.edu/>

- Login with your UCLA Logon ID (same one you use for UCLA COVID-19 Action Center and Bruin ePermit Portal)



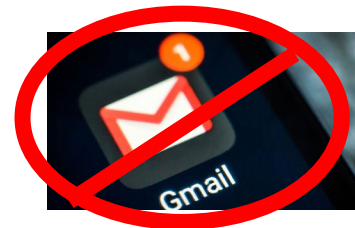
# Canvas Should Be Default Communication Tool

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It is optional to share personal contact information in Course Syllabus, but please **NEVER** require/ask students to submit assignments or to contact you only through your UCLA or personal e-mail accounts

## Two big reasons to avoid communications through UCLA or personal e-mail accounts

- To avoid having students inadvertently share their personal contact information when they e-mail you directly; in principle, this is a violation of FERPA guidelines
- To allow us to easily review correspondences between instructors and students in case any issues arise or complaints are made





# Incident Reporting Form

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<https://incidentreporting.uclaextension.edu/Pages/IncidentForm>



# Academic Technology & Learning Innovation (ATLI)

## Department/Team

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**ATLI trained all instructors on Canvas and below are the standard expectations for BMLP Canvas Course Shells**

- Weekly Modules (with information/assignments/exams/videos organized accordingly)
- Syllabus (to include weekly schedule/lesson plans)
- Grades/Gradebook (are being used and set up properly)



# Academic Technology & Learning Innovation (ATLI)

## Department/Team

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If you have any technical questions and/or experience any issues with Zoom, Canvas, or Panopto, please contact ATLI directly at the following:

- [atli@uclaextension.edu](mailto:atli@uclaextension.edu)
- 310.206.2329
- They can always be contacted every Monday through Friday, between the hours of 8AM to 5PM (with the exceptions of when holidays are observed at UCLA)
- Someone from ATLI team will respond within 24 hours during regular business days
- There are free quarterly Instructor Development Program (aka IDP) workshops (e.g. Instructor Round Table, Planning the Total Course, etc.)

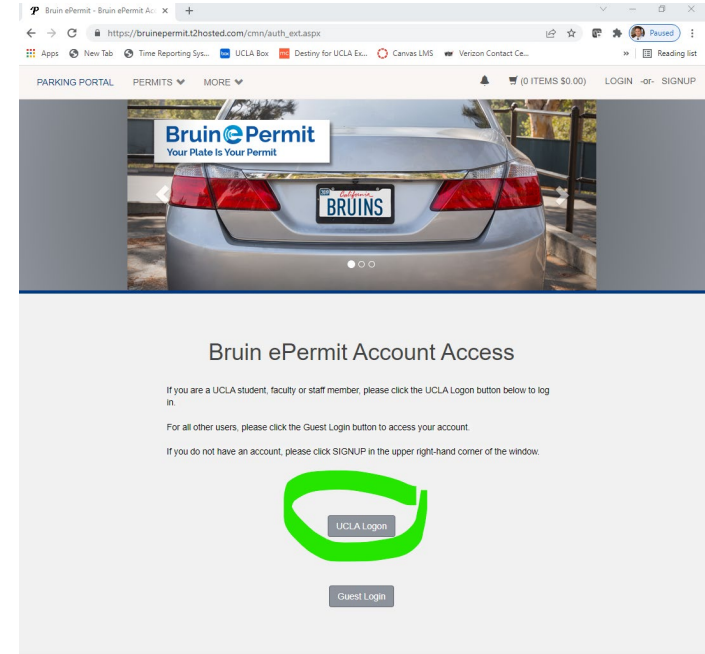
**\*\*Additional ATLI Hours for the 2023 Fall Quarter (5-9PM):**

- **[E-mail atli@uclaextension.edu](mailto:atli@uclaextension.edu) with a message like “Urgent – Help Needed ASAP in Zoom class PID 39XXXX”**
- **Also include cell phone number just in case it is a connection issue you are experiencing**



# Bruin ePermit Portal

- <https://bruinepermit.t2hosted.com/Account/Portal>
- First, click on “Get Permits”
- Then, click on “UCLA Logon” and login with your Single Sign On (SSO) credentials
- Instructors should be able to purchase a Yellow/1-Day or monthly pass at a discounted rate
- Note, you can only buy your ePermit for the same day, so purchase it on the morning of your class or purchase it right when you arrive to campus on your smart phone via the UCLA Mobile app



# UCLA Mobile App

**\*\*We recommend that all instructors teaching In-Person should download the UCLA Mobile app onto their smart phones as it is a “one-stop shop” with all the links instructors will need when coming to the UCLA campus**

**The UCLA Mobile App has the following:**

- **Bruin ePermit**
- **And many other useful resources and information**

