

LFA Committee Request Website Instructions

In your browser, go to <http://www.lfacommitteerequest.com>

The screenshot shows the website interface. At the top, there is a navigation bar with 'Home', 'Committee Request Form', and 'Reports' links, and an 'Administrator Login' button. The main heading is 'LFA Committee Request Website' with a sub-heading '2019-20 Executive Committee Members:'. Below this, there are lists of members for various departments: President, Vice President, Treasurer, Secretary, Past President, Arts & Humanities, Business, Engineering Technology, Health, Non-Teaching, Science, and Social Science.

Click on either of these links to login to the committee request form.

Click on the Committee Request Form link above or [here](#) to Choose/View your committees for the upcoming academic year.

Current Committees

- Academic Appeals Committee
- Academic Dishonesty Panel
- Academic Integrity Committee
- Academic Standards
- Curriculum Committee
- Distance Learning
- Diversity Committee
- Excellence Teaching & Prof. Develop.
- Faculty Athletic Liaison
- Faculty/Staff Distinguished Service
- Foundation Board
- Health Care
- International Education Committee
- LCC Board Of Trustees
- Learning Outcomes Assessment Committee (LOAC)
- Library Advisory Committee (LAC)

Members

Academic Appeals Committee
Max # Faculty: 4
Number of Faculty Members: 2

FIRST	LAST	YEAR	DIVISION
Matthew	Saunders	2021	Arts and Humanities
Rozhan	Sheykhani	2021	Math and Science

Clicking on the committee links to the left will display the current members in the committee above

Committees in yellow at the bottom of this list are elected committees

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Please note that the committees on this page *may* reflect the current committees *after* members have been deleted whose expiration year was this year. If you don't see your name on a committee that you thought you still served on, it doesn't mean that you cannot continue to serve. It just means that the expiration was set to this year. You will have the chance on the request form to request your current committees and/or make comments in addition to your requests.

LFA Committee Request Website Instructions

Clicking on the [Committee Request Form](#) link will take you to the login page below:

Home Committee Request Form Reports Administrator Login

Lakeland Faculty Association

Committee Request Login

Please enter the username/password given to you below:

Faculty Login

Username

Password

Login

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Enter your login information. Your **username** is your **first name**, your **password** is your **last name**.

Home Committee Request Form Reports Administrator Login

Lakeland Faculty Association

Committee Request Login

Please enter the username/password given to you below:

Faculty Login

Username

Password

Login

For example, my login information would be as follows:
Username: Jennifer
Password: Crissman

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LFA Committee Request Website Instructions

If you have not picked any committees yet, you will be taken to the screen below. See the instructions below for how to fill out this form:

The screenshot shows the LFA Committee Request Form interface. At the top, there is a navigation bar with 'Home', 'Committee Request Form', 'Reports', and 'Logout'. A callout box points to the 'Logout' link, stating 'You can logout at any time'. Below the navigation bar, the page title is 'LFA Committee Request Form'. Underneath, it says 'LFA Member'. There is a table titled 'CURRENT COMMITTEES' with columns 'CURRENT COMMITTEES' and 'EXP. YEAR'. The table lists three committees: 'Faculty Athletic Liaison' (2021), 'Vice-President-Academic-Advisory' (2021), and 'Techology Strategy Committee' (2022). A callout box points to the first two rows, stating 'Committee assignments that expire this year are grayed out with a strikethrough. You can still choose to serve on these committees but clicking the checkbox below (see #3 below)'. Below the table, there is a section 'LFA Committees:' with a list of 20 committees. A callout box points to the 'Faculty Athletic Liaison' entry in this list, which is grayed out with a strikethrough. To the right of the list is a 'Choices' section with a checkbox 'I would like to stay on my current committee(s)'. Below this is a 'COMMITTEE CHOICES' section with a button 'Choose up to 3 committees from the list on the left'. Below that is a 'Comments' section with a text input field and two buttons: 'Submit Choices' and 'Reset Form'. At the bottom of the page, there is a copyright notice: '© Copyright 2020 - Jennifer Crissman'.

1. The LFA Committees list on the left contains the current LFA Committees (that are not elected). Choose up to 3 of these committees by clicking on them. They will turn red once you choose them.
2. Once you choose a committee on the left, the committees will go the Committee Choices table on the right.
3. You may click on the “I would like to stay on my current committees” checkbox to choose your current committees.

- a. You can only choose to stay on LFA appointed committees. Any elected committees that you currently serve on will turn red and you will see a message box underneath:

Jennifer Crissman

CURRENT COMMITTEES	EXP. YEAR
LFA Committees Database Administrator	9999

Committees in red are elected committees
×

4. NOTE: You can remove your committee choices and make new ones at any time but you can only choose up to 3 committees.
 - a. You can also click on the **Reset** button to reset the form.
5. Feel free to make any comments – up to 200 characters.
6. Click on the **Submit** button when you are done.

LFA Committee Request Website Instructions

See an example of a filled-out form below:

The screenshot shows a web application interface for the LFA Committee Request Form. At the top, there is a navigation bar with links for Home, Committee Request Form, Reports, Logout, and Administrator Login. The main heading is "LFA Committee Request Form". Below this, the user's name "Jennifer Crissman" is displayed. A table shows "CURRENT COMMITTEES" with columns for the committee name and "EXP. YEAR". The table lists "LFA Committees Database Administrator" with an expiration year of "9999".

Under "LFA Committees:", there is a list of 25 committees. Three are highlighted in red: "Academic Integrity Committee", "Distance Learning", and "Faculty Athletic Liaison".

The "Choices" section includes a checkbox "I would like to stay on my current committee(s)". Below this is a "COMMITTEE CHOICES" table with three rows, each with a radio button, the committee name, and a dropdown menu showing the number of selections (1, 2, and 3 respectively).

There is a button "Choose up to 3 committees from the list on the left". Below that is a "Comments" section with a text area containing "I am currently on XYZ Committee." and a character count "33 / 200".

At the bottom, there are two buttons: "Submit Choices" and "Reset Form".

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After clicking on the **Submit Choices** button you will be taken to the screen below:

Committee Request confirmation page:

Home Committee Request Form Reports Administrator Login

Committee Request Results

Jennifer Crissman

Your Committee Choices

Your First Choice
[Academic Integrity Committee](#)

Your Second Choice
[Distance Learning](#)

Your Third Choice
[Faculty Athletic Liaison](#)

Comments
[I am currently on XYZ Committee.](#)

Thank you for making your committee selections. Committee assignments will be made at the beginning of Fall semester. If you have any questions email the [Administrator](#) or fill out the form to the right.

Note: In the future you will not be able to make changes to your requests, but clicking on the [Committee Request Form](#) link will display your choices.

[Go back to the Home page](#)

Contact Administrator

Subject:

Name:

Email address:

Issue:

[Submit Problem](#)

Will take you to the login screen.

You may fill out the this Contact form if you have made a mistake. Once you click on the submit button in the previous form – your committee choices are view only. Only the administrator can change them.

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LFA Committee Request Website Instructions

If you click on the Committee Request Form link again, you will be taken to the Committee Choices View page. Once again, you can fill out the Contact Administrator form to request changes.

There are currently 3 reports available view the **Reports** menu.

LFA Committee Request Website Instructions

Committees by Faculty page:

LFA Committees by Faculty

PAULA AHLSTROM	
No Committee Assignments	
RICK AMSTER	
COMMITTEE	YEAR
Vice President Academic Advisory	2021
DIANNE ANDREWS	
No Committee Assignments	
WILLIAM ARMSTRONG	
No Committee Assignments	
BARRY ARTIS	
COMMITTEE	YEAR
Diversity Committee	2021
JASON ASHBY	
COMMITTEE	YEAR
Faculty Athletic Liaison	2021
SUZANNE BAKER	

DANIEL WINTERICH	
COMMITTEE	YEAR
Safety & Wellness Committee	2021
IRENE YUEN	
COMMITTEE	YEAR
Academic Dishonesty Panel	2021
PAUL ZACHLIN	
No Committee Assignments	
MARYANNE ZAVARELLA	
COMMITTEE	YEAR
LCC Board Of Trustees	2021
Social Committee (appointed by LFA)	2021

LFA Committee Request Website Instructions

Committees by Committee Page

LFA Committees by Committee

LFA COMMITTEES DATABASE ADMINISTRATOR			
FIRST NAME	LAST NAME	DIVISION	YEAR
Jennifer	Crissman	Business	

ACADEMIC DISHONESTY PANEL			
FIRST NAME	LAST NAME	DIVISION	YEAR
Donald	Davis	Math and Science	
Patsy	Gehring	Health	
Robert	Hill	Business	
Michael	Hoffner	Engineering Technologies	
Alan	Kirsh	Non-Teaching	
Kenneth	Sharkey	Non-Teaching	
Anthony	Slabicki	Business	
Joanna	Whetstone	Arts and Humanities	
Kenneth	White	Engineering Technologies	
Irene	Yuen	Math and Science	

UNITED WAY			
FIRST NAME	LAST NAME	DIVISION	YEAR
Christine	Corwin	Business	2020
James	Dailey	Arts and Humanities	2020
Clotilde	Dwyer	Health	2021
Andrea	Musial	Math and Science	2020
Anthony	Palermo	Arts and Humanities	2021
Rebecca	Silbaugh	Health	2020

LFA WEBMASTER			
FIRST NAME	LAST NAME	DIVISION	YEAR
Rebecca	Grasser	Business	9999
Tobin	Terry	Arts and Humanities	9999

SAFETY & WELLNESS COMMITTEE			
FIRST NAME	LAST NAME	DIVISION	YEAR
Clotilde	Dwyer	Health	2020
Perry	Tonni	Business	2021
Greg	Truhan	Social Science	2021
Daniel	Winterich	Social Science	2021
Irene	Yuen	Math and Science	2021

Last Year's Committees page example:

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Committee Assignments by Committee

Division

Academic Appeals Committee (4 LFA)

Comments:

Saunders	Matt	Arts and Humanities	2021
Sheykhani	Rozhan	Math and Science	2021
Smith	Michelle	Social Science	2020
Thomas	Jack A.	Health	2020

Academic Dishonesty Panel (Unlimited)

Comments:

Davis	Donald	Math and Science	2021
Gehring	Patsy E.	Health	2021
Ginsburg	Elizabeth	Health	2020
Hill	Robert	Business	2021
Hoffner	Michael	Engineering Technologies	2021
Kirsh	Alan	Non-Teaching	2021
Lawrenz	Janice	Health	2020

Division

Writing Across The Curriculum

Comments:

Barr	Jennifer	Health	2020
Cox	Alexander	Arts and Humanities	2021
James	Mitchell	Arts and Humanities	2020
Pierce	David	Math and Science	2021
Terry	Tobin	Arts and Humanities	2020
Winterich	Daniel	Social Science	2020

Please note: The first LFA member listed for each committee is responsible for calling the initial meeting.

The "Form_rec'd" code indicates whether the LFA member submitted a committee request form or not.

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