Department Meeting Agenda Items January 19, 2019 for DC/Adjunct faculty

**Welcome**

**Housekeeping:**

Outside employment

 Office hours and contact hours

 Communication response time

 End of Semester Documentation

 Incomplete grade (“I” grade) forms.

 Class oversize rules

 Dual Enrollment class caps are being strictly enforced; contact me if anyone asks you to oversize

 Dual Enrollment students should have their textbooks given to them by their high school by the 1st day of class. Send me a list of all Dual Enrollment students in your classes who do not have their textbooks on the first day, and I will follow up with Dual Enrollment office.

 Students in class but not on roster? Nope. Especially if Dual Enrollment

Professional Development DAYS

OPOD: Faculty Professional Development tracking system. Register, survey, survey, survey.

 <https://apps.esc1.net/ProfessionalDevelopment/STC/UserAccount/Registration>

 FLAC system replaces NOEs

**Syllabi:**

 Syllabi due ASAP

 Important dates on academic calendar: note Census Days and Last Drop days, especially for mini-mesters

 Updated master syllabi: PLOs & textbooks, accessibility format

 Final exams: must be administered according to the standardized STC schedule. Exams cannot be administered at any other date or time without an approved justification granted by me and my supervisory chain.

 <https://www.southtexascollege.edu/academics/final_exam/2019-Spring.pdf>

 Adjuncts: If teaching DE at a HS, ask for their calendar (with testing dates), and ask to be added to notification chains. For classes during state exams, give outside class assignment and/or post in Blackboard to account for contact hours. Final Exams cannot be rescheduled without my approval and higher.

 Dual Enrollment faculty: contact hours have to be accounted for during state exams, etc. as mentioned in previous item.

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**New Stuff**

 FLAC system

 CJSS Department status: CJ & SAS

**On the Horizon**

Observations for evaluations

 Review Summer 2019 schedule

Draft of Fall 2019 sent via email

 **Department Meetings Dates:** Feb 22, Mar 22, Apr 26

**Questions**

**Subject Area Groups**

 **All:**

Roundtables

Review of new and pending textbook adoptions

Discipline specific Professional Development

**Dismiss**