

Drama Department Meeting

January 19, 2019

Agenda

1. Check - In
2. First Week & Census Day Rosters – Accessing Starfish
3. NACEP
4. Blackboard Training
5. Professional Development
6. Update Your Contact Information
7. Degreeworks Assignment as a first “assignment” – Extra Credit
8. Course Evaluations - Smartevals
9. STC Emails/Phone Calls
10. Faculty Handbook
11. Bees & Dreams – School Matinees
12. Mandatory Drama Majors Meetings – January 29th, 4 PM, Cooper Center Black Box Studio
13. Important Dates (Refer to email sent to you)
 - First Week Attendance & Final Non-Attendance Roster – Friday, January 25th & Monday, January 28th (Final, by 4 PM)
 - Census Day – Wednesday, February 6th
14. Office Hours submitted to Venisa and Jason
15. Absences/Lateness contact Venisa and Jason
16. Special Topics in Theatre Production Training
 - Set Build
 - Costuming
 - Lighting
 - Design

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