Department Meeting Agenda Items January 18, 2020 for DC/Adjunct faculty

**Welcome**

**Attendance:**

**Adjuncts:**

Myra Navarro

Ubaldo Arce

Bernice Mata

**Dual Credit :**
Donnie Quintanilla

Jose Sosa

Nikki Zamora

Vanessa Valdez

Oscar Lopez

Eleazar Mendez

**Housekeeping:**

This information was nothing new for all involved. No questions or clarifications were needed.

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>

**Syllabi:**

Aside from Concourse, nothing new in this section either. No questions or clarifications were needed. Everyone was already trained on Concourse and understood how it worked.

 Syllabi due in Concourse by first day of class

 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/2020-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.

**New Stuff**

Minimal discussion here. Everyone had already seen the email announcement of the new deans, and were familiar with Dr. Reittinger from previous experience with him as Assistant Dean.

Summary of textbook discussion with FTR faculty, and input solicited from DC and Adjunct faculty. Contrary to some FTR opinions, DC/adjunct favor continuing and even expanding use of Mindtap. They also are more in favor of adding CRIJ 1307 and 2323 to the Fall 2020 schedule. DC teachers will consider asking their schools to offer these courses in future semesters.

 New Dean(s)

 Textbook selections, phase in of CRIJ 1307 and CRIJ 2323

**On the Horizon**

Observations for evaluations

 Fall 2020 schedule 1st draft is being finalized

**Department Meetings Dates:** Feb 21, Mar 13, Apr 17, May 8 (if needed)

**Questions**

No further questions

**Workshop**

Discipline specific Professional Development

Current events were discussed and how we could relate selected incidents to our classes with explanations of criminal justice systems policies, procedures, and legal requirements.

**Dismiss**