

Sociology • Anthropology • Social Work

Division of Social and Behavioral Sciences

Pre-Semester Worksheet

Trainings, Meetings, Important Dates

Day	Description
Thurs, Aug 13	Concourse Master Syllabi finalized by curriculum
Friday, Aug 14	Concourse Syllabi open to faculty
Monday, Aug 17 (8:45 AM)	Academic Affairs Convocation (Online; Full-Time Faculty; Workshop ID# 151594)
Monday, Aug 17 (1:00 PM)	Social Sciences Division Meeting (Workshop ID# 154188)
Tuesday, Aug 18 (9:00 AM)	SAS Full-Time Faculty Department Meeting (Online, Workshop ID# 152504)
Thursday, Aug 20 (8:45 AM)	Training: Full-Time Faculty teaching Dual Credit (Online, Workshop ID# 151595)
Friday, Aug 21	Submit BlackBoard Course Approval Forms, if needed (New Courses, or Courses with substantial changes only; Form is on Blackboard under Faculty option on any course's top-screen menu)
Saturday, Aug 22 (8:45 AM)	Training: Adjunct/Dual Credit Professional Development Day (Online, Workshop ID# 151400)
Saturday, Aug 22 (1:00 PM)	SAS Lecturer, Adjunct, Dual Credit Meeting (Online, Workshop ID# 155139)
Sunday, Aug 23 (11:59 PM)	All syllabi uploaded to Concourse; <i>after editing is finished, click "Audit" and "Submit for Review."</i> All syllabi must be "Submitted for Review" by Monday, 8/24
Monday, Aug 24	First Day of Classes
Wednesday, Aug 26	Notify Hybrid Classes of their schedule. (REMEMBER : Divide the class into two groups; notify each group of their day to attend. Diversion from this schedule is discouraged.)
Mon, Aug 24 – Friday, Aug 29	Week one of Classes – Expect students to shuffle between sections; notify me with Powerapp if possible
Mon, Aug 31	COVID-19 Safety Trainings (If not already completed) (Online video trainings)

Be sure to sign up for your trainings! To sign into online meetings, go to the professional development webpage and sign in. Select **"My Content"** in the menu at the top of screen, then select the **"Remote Check-in"** option. Be sure to click on the link for your training in the registration email.

Workshop Signup Site: <https://apps.esc1.net/ProfessionalDevelopment/stc>

Sign in with your STC email and password.

NOTE: All office hours, meetings, and trainings must be held online per the college safety policy.