



**Department of Psychological Science  
Second Fall 2021 Meeting Agenda  
October 15, 2021 9:30 – 11:00 A.M.**

- I. Contact Updates and Supplies
  - a. Make sure your contact information is up-to-date with Michele and with HR if anything has changed
  - b. Business Cards
  - c. Calendars – if you need one, specify what kind (e.g., Wall, desk, dry erase)
  - d. No more webcams for now
  - e. iOS computers
  
- II. Withdrawing or Dropping Students
  - a. Easiest to e-mail [admissions@southtexascollege.edu](mailto:admissions@southtexascollege.edu) – include student name, A#, CRN, Course number & section
  - b. For Dual-Credit – if S section, copy Dual-Credit along with admissions
  
  - c. Highly recommended to have your withdrawal/drop policy in your syllabus to avoid any student appeals
  
- III. Distance Learning Recertifications
  - a. Instructional Continuity Re-certification
  - b. Online Teaching Certification
  
- IV. Reminder to use Starfish – Use Messaging, Flags, Kudos
  
- V. Faculty Senate Updates – Tim Weber
  - a. COVID Protocol Updates
  
- VI. iGrad Financial Literacy/Wellness
  
- VII. Liza Véliz – Academic Dishonesty –
  - a. [OPOD Workshop on Plagiarism Documents](#)
  - b. [Academic Dishonesty Takeaways](#)
  
- VIII. Curriculum Changes – to take effect Fall 2022
  - a. African – American History I and II
  - b. INRW 0020 pre-requisite for 2301, 2306, 2308, 2314, and 2315
  - c. Sequencing – Fall, Spring, Summer, Fall, Spring (per curriculum office)

IX. Recruitment Efforts for IE Plan

- a. Orientation – October 27
- b. Recruitment Fair at Pecan – November 10
- c. Information Sessions

X. HR Trainings

- a. Code of Conduct  
Due Sunday, November 21, 2021
- b. Building Supportive Communities: Clery Act and Title IX  
Due Sunday, November 21, 2021
- c. Preventing Harassment and Discrimination: Supervisors  
Due Sunday, November 21, 2021
- d. Data Security and Privacy  
Due Sunday, November 21, 2021
- e. Data Security and Privacy Post-Course Assessment  
Due Sunday, November 21, 2021