



ADJUNCT FACULTY MEETING

JANUARY 15, 2015

TEC 107

4:30PM-5:30PM

**AGENDA**

- I. Welcome/Introductions (Dr. O'Brien)
- II. Introduction and Welcome by Dean Dr. Joaquin Vilá
- III. Spring 2015 Important Dates – NNMC Academic Planner
  - a. Midterms
  - b. Finals
  - c. Spring Break/Holidays
  - d. Course Evaluation Due Dates/will be placed in the COE office or mailbox located in TEC 107
- IV. NMTA and COE Handbook (Ms. Trujillo)
- V. *P'OE* Grant overview; Spring Faculty Reading Group – (Dr. Robbins)
- VI. Field Experiences – New Forms and Expectations (Dr. Pruitt & Ms. Trujillo)
- VII. Lesson Plan Template (Dr. Pruitt & Ms. Trujillo)
- VIII. Professional Development - Hands-on Activity: Learning Targets (Dr. Pruitt & Dr. O'Brien)
- IX. Revised Master Syllabi Template Expectations and Discussion (Dr. Vilá)
- X. Fundamentals (Ms. Martinez-Salazar)
  - a. Combination Issue Agreement form
  - b. Copy machine code
  - c. E-mail addressing/using NNMC e-mail with students
  - d. Supplies
- XI. Opportunity for feedback (Comments or inquiries)

\*Light refreshments will be served