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