



ADJUNCT FACULTY MEETING & TRAINING
JANUARY 18, 2016
TEC 214
2:00PM-3:00PM

AGENDA

- I. Introduction and Welcome by Dean Dr. Joaquin Vilá
- II. Spring 2016 Important Dates – NNMC Academic Planner
 - a. Midterm and Final Grades
 - b. Break/Holidays
 - c. Course Evaluation Due Dates/will be placed in the COE office or mailbox located in TEC 214
- III. Field Experiences – Procedures (Dr. Kristy Pruitt)
- IV. Lesson Plan Template and Rubric review (Dr. Kristy Pruitt)
- V. Professional Development – Disposition Forms and *Student Growth Plan* Process (Dr. Kristy Pruitt)
- VI. Revised Master Syllabi Template (Dr. Kristy Pruitt)
- VII. Fundamentals
 - a. Copy machine code
 - b. E-mail addressing/using NNMC e-mail with students
 - c. Supplies
 - d. Clean classrooms ☺
- XI. Opportunity for feedback (Comments or inquiries)