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)