

## ***FACULTY/STAFF WORK SCHEDULE***

### ***August, 2009***

#### **Thursday August 13, 2009:**

8:00 – 8:30 a.m.	Breakfast	HLPE Bldg.
8:30 – 9:30 a.m.	2009-2010 Faculty/Staff Opening Meeting and Safety Seminar (attendance required)	
9:30 – 12:00 p.m.	<b>Academic Division Meetings:</b>	
	Behavioral Science	E 151
	Business	G 315
	Liberal Arts	G 203
	Math/Tech Ed	E 215
	Science/Allied Health	B 215
	Telecommunications	D 311
	Librarians	A 148
	Division for Accelerated Learning	A 248
	Performing Arts	C 118
	Cyber Technology	E 219
	<b>Degree Audit Training: (attendance by division)</b>	
12:30 – 1:30 p.m.	Cyber/Math/Tech Ed/Tlcm	E 214
1:30 – 2:30 p.m.	Behavioral Science	E 214
2:30 – 3:30 p.m.	BADM/CIS/Accelerated Learning	E 214

#### **Friday August 14, 2009:**

8:15 – 9:15 a.m.	Faculty Meeting	THTR
	<b>Degree Audit Training: (attendance by division)</b>	
9:30 -10:30 a.m.	Liberal Arts/Performing Arts	E 214
10:30 - 11:30 a.m.	Science/Allied Health	E 214
	<b>Professional Development Seminars:</b>	
11:30 – 12:30 p.m.	ITune University	D 311
	Classroom Performance System - Basic	B 215
	Dealing with angry/difficult students	E 205
	Use of Symposium	E 214
	How to assemble a promotion packet	B 117
12:30 – 3:00 p.m.	New Faculty/Staff Orientation	B112
3:00 p.m.	Faculty/Staff Meeting with Chancellor	HLPE

#### **Monday August 17, 2009:**

9:00 – 11:00 a.m.	Registration	
12:30 – 1:30 p.m.	Faculty Senate Luncheon	TBA
4:00 – 6:00 p.m.	Registration	

#### **Tuesday August 18, 2009:**

9:00 – 9:45 a.m.	<b>Committee Meetings:</b> Scholarship Electronic Learning Faculty Evaluation Faculty Handbook Faculty/Staff Development Graduation	E 203 D 210 G 324 E 147 A 222 THTR
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10:00 – 10:45 a.m.	Library Faculty Alternative Credentialing (ad hoc) Technology Fee Athletic Council Hospitality Protocol General Education Assessment	A 148 B 118 G 304 E 213 A 211 G 303 B 236
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**(NOTE: The following committees will meet when necessary: Academic Appeals/Admissions; Academic Misconduct; Disciplinary Hearing; Financial Aid Appeals; Judicial Affairs.)**

**Professional Development Workshops:**

11:00 - 12:00 p.m.	QM Training (required for <u>new</u> on-line instructors only) Techniques for Effective Classroom Presentations (Bob Alexander) Prior Learning Assessment (L. Dowden)	D 210 B 215 D 227
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11:00 - 12:00 p.m.	<b>Committee Meeting:</b> Student Life	F 218
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**Professional Development Seminars (repeat of Friday 11:30 a.m. seminars)**

<b>1:00 – 2:00 p.m.</b>	ITune University Classroom Performance System - Basic Dealing with angry/difficult students Use of Symposium How to assemble a promotion packet	D 311 B 215 E 205 E 214 B 117
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1:00 – 1:45 p.m.	<b>Committee Meetings</b> Violence in the Workplace Christmas Show Institutional Review Board Promotion/Rank Retention	E 221 THTR E 151 B 115 E 204
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2:00 – 2:45 p.m.	Safety Sexual Harassment Faculty-Staff Orientation Academic Affairs/Curriculum Business/Industry	G 203 B 118 A 248 F 119 D 116
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3:00 – 5:00 p.m.	Late Registration	
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**Wednesday August 19, 2009:**

8:30 - 9:30 a.m.	Deans Meeting	A 230
10:00 a.m.	Division Meetings	As Before

On-site Schedule Changes (faculty assigned by deans)		F 203
9:00 - 11:00 a.m. and 2:00 - 4:00 p.m.		