Humanities, World Languages, Speech Communications Department
Full Time Faculty Orientation
August 16, 2013 Agenda

I. Welcome Introduction

II. Using Curricunet to find Course Outlines of Record for Syllabi
    a. Syllabi repository and need to upload before Aug. 30, 2013. See email sent by Linda Amidon on 8/14/13
    b. Here is the link: https://syllabi.imperial.edu/

III. Department and SLO meetings
    a. Faculty "engagement" core issue with Accreditation
    b. Each course must use and analyze same SLOs as other faculty teaching the same course

IV. Input Class Schedule and Office Hours into Outlook Calendar
    a. Will help set Department and SLO meetings

V. Absences, Substitutions, Service Tickets and Web-time entry for leave
    a. Will be required in September
    b. Still need to inform secretary, dean and chair, and students through Blackboard if possible

VI. Electronic Grade and Census Submissions
    a. Attendance required until census
    b. Must keep records for three years

VII. Lottery Funds
    a. Recommendations for "restricted" instructional supply (items less than $500)

VIII. New Students' Email Site, see Link on IVC Homepage
    a. To find student email address for a student, go to Webstar under "Personal Information." PIN is same as Webstar PIN
    b. Tell your students to check their IVC email or have it forwarded to an email they check often

VIIII. Book Orders to francisco.menchaca@imperial.edu
Course information Book information (Title, ISBN, & Edition) Indicate if book is required or optional
If you'll be teaching the same course(s) and using the same book(s) as in the current semester (Spring 2014), you just need to let him know that you'll be teaching the same course(s) and using the same book(s), or not using a book.

X. Other discussion items and Adjournment

Important Dates:
Census roster = Sept. 3
ADD date =   Aug. 31 for full time courses
Drop dates =   Aug. 31 without owing fees
                Sept. 2 without receiving a W
                Oct. 24 Financial Aid Return to Title IV
                Nov. 9 Absolute deadline for all drops
SLOs =   Dec. 11
Grades =   Dec. 12
Prog. Review = Nov. 1 estimated start date

Areas of Focus for 2013-2014
Accreditation Response
Class Schedules:
        Spring and Summer 2014 will begin soon and are due Oct. 1
        Fall 2014 through Summer 2015 will begin in Nov. 2013
Associate Degree for Transfer (ADT) using the Transfer Model Curriculum (TMC) template