December 15, 2014

HO, HO, HO…..and warmest greetings to all.

My gosh another year has slipped by us and everyone is planning their holiday festivities! We are so fortunate to have great colleagues and students around us during the holiday season, not to mention the fine institution that supports all of us.

And if the holiday season is here, then it’s time for all of us to come together and share in warm holiday food and a few stories of the last year. As always, we’ve invited our retirees to attend and to see them around always makes a fun afternoon. So we’ll see everyone on Wednesday, December 17th beginning at 1pm and we should wrap up around 3 pm.

Below are a few reminders as you’re closing the books on the fall semester:

- Grades are due no later than January 5th; no exception per the Admin and A&R office.
- Use of ‘incomplete’ status will be reviewed; please use only if it fits the true definition and intention, and not merely for convenience.
- Use of ‘grade in-lieu’ cards will require a written justification and will be reviewed.
- And let us not overlook the SLO and assessment for each course you’ve been assigned to. I will not opine on importance of faculty members’ participation since I’ve done so every semester. The assessment results are due now, or the date given by your lead faculty. If you’re unsure who that is or what date they’re due on, please call or email me immediately so there’s absolutely no delay and no blame on anyone’s part. Faculty members are responsible for their documented assessment results.

Spring 2015 semester begins on Monday, February 9th

- Our full division meeting will be held on Wednesday, February 4th at 4:30 pm. Keeping with tradition, I will open the meeting to address campus issues; schedules and budgeting and so on; then we’ll break into discipline meetings. I cannot emphasize the importance for these discipline meetings that allow each department to discuss and dialog on the SLO’s being used, which SLO’s are to be assessed, and in full circle, the dialog among faculty examining the assessment results and recommending changes—if necessary—to the SLO and the best teaching methods for each class.
- The pathway and institutional learning outcomes are being assessed as part of the on-going process. You will likely be asked to assess parts of these learning outcomes.
- The ‘spring 2014 academic calendar’ is the second page of the on-line schedule. Please refer to, and use the dates as listed, for your syllabi and discussions with students; i.e. adds, drop dates, holidays, mandatory final exam dates and so on.

Thank you all for a fine semester and we’ll see everyone on December 17th