

Greetings!!! I hope you have a restful summer! The following is the schedule for returning to work, but as always, it is subject to change. Thank you in advance for your flexibility. I'm looking forward to an exciting year!

Dr. Organ

Date	Time	Event	Location	Comments
August 1st		5-day Work-Week Resumes		
August 4th	8:00am-7:00pm	One and Done Registration	Administration Building	
August 10th	12:00-3:30pm	New Employee Orientation	President's Boardroom	<i>Invitations sent to all new full-time employees</i>
August 11th	5:00-9:00pm	New Faculty/Adjunct Orientation	South Campus	<i>Invitations sent to all adjunct and new faculty</i>
August 15th	8:00am	Faculty Return		<i>See attachment for registration assignments throughout the week</i>
August 15th	8:00-8:30am	Enrollment Meeting	President's Boardroom	<i>Deans, Dr. Organ, Barbara Malone, Christy Klemiuk and, Dr. Washburn</i>
August 15th	8:30-9:00am	Faculty Advising Training	CWL Auditorium	<i>All faculty are required to attend</i>
August 15 th	9:00am-4:00pm	Principles of Teaching Online (Faculty who were unable to complete in the summer, must complete in Canvas).	Online Course	<i>Online or Hybrid Faculty</i>
August 16 th	8:00-8:30am	Enrollment Meeting	President's Boardroom	<i>Deans, Dr. Organ, Barbara Malone, Christy Klemiuk, and Dr. Washburn</i>
August 16 th	8:00am-4:00pm	Principles of Teaching Online (Faculty who were unable to complete in the summer, must complete in Canvas),	Online Course	<i>Online or Hybrid Faculty</i>
August 16th	3:00pm-4:00pm	Dual Credit Connection Meeting	CWL Auditorium	<i>Dual Credit Faculty, Instructional Program Directors, and Chairs</i>
August 17 th	8:00-8:30am	Enrollment Meeting	President's Boardroom	<i>Deans, Dr. Organ, Barbara Malone, Christy Klemiuk, and Dr. Washburn</i>
August 17th	8:45am-12:00pm	Faculty Training	CWL Auditorium	<i>All faculty are required to attend</i>
August 18 th	8:00-8:30am	Enrollment Meeting	President's Boardroom	<i>Deans, Dr. Organ, Barbara Malone, Christy Klemiuk, and Dr. Washburn</i>

August 18 th	8:45-9:30am	Instructional Services Meeting	CWL Auditorium	<i>Attendance required for all Instructional Services faculty and staff</i>
August 18 th	9:30-11:00am	Divisional Meetings	AS -Black Box Theatre WFE- Irma Blackburn HS-SC 110	
August 18 th	11:30am	Faculty Association Meeting	CWL Auditorium	<i>All faculty are invited to attend</i>
August 18 th	1:30pm	South Campus Meeting	South Campus	<i>All South Campus Employees</i>
August 19 th	7:30-8:00am	Breakfast	CWL Great Hall	
August 19 th	8:00-9:30am	State of the College Meeting	CWL Auditorium	
August 19 th	9:30-10:30am	HR and Emergency Management Updates	CWL Auditorium	
August 19 th	11:30-12:00pm	Student Club Advisor Meeting	Viking Room	<i>All Student Club Advisors</i>
August 22 nd		Classes Begin		

ADVISING ASSIGNMENTS August 15-18, 2016

We have been requested to make assignments, in various areas, to assist students during the registration process. Please review the following and attend at your assigned time and place.

Kiosk assistance- individuals are assigned to each kiosk in the **Administration** building to assist students who have questions about navigating campus connect, the portal, enrolling in courses on-line and filling out on-line applications.

	8/15/2016	8/16/2016	8/17/2016	8/18/2016
8:00 AM – 11:00 AM	Dwayne Barber Brandon Poteet	Vonda Skjolsvik Lorinda Wall	Faculty Training	Instructional Services & Divisional Meetings
11:00 AM – 1:00 PM	V. Thompson Sherre Mercer	Andrew Snyder Wendy Renfro	John Dick Dusty Girard	Robbie Jackson Wade Graves
1:00 PM – 4:00 PM	Sandra Metcalf Vicki Anderson	Chance Backest David Foster	Carol Pace Jennifer Quong	David Tercero Steve Black

Testing assistance – please check-in with Mark Taylor when you report for duty at the **Testing Center** in the **Student Success Center**.

	8/15/2016	8/16/2016	8/17/2016	8/18/2016
8:00 AM – Noon	Rusty Weatherly	Marlea Trevino	Faculty Training	Instructional Services & Divisional Meetings
Noon – 4:00 PM	Jane Johnson-Carr	Billye Cheek		

South Campus – please check-in with Kim Weber when you report for duty at the **Main Office of South Campus**.

	8/15/2016	8/16/2016	8/17/2016	8/18/2016
8:00 AM – Noon	Richard Davis	Joleen Yeager	Faculty Training	Instructional Services & Divisional Meetings
Noon – 4:00 PM	Keith McLaughlin	Alan Jackson	Doyle Roy	

Math advising – Will take place as needed, all math faculty on call to either take students in their offices, LA202 or to come to the Advising area as needed.

Advising will also be occurring on Friday, August 19, 2016. Ms. Malone has asked that anyone who would like to volunteer some time on that day to please contact her or just show up and they can definitely use your assistance.