

IVC Full-Time Faculty Orientation
Humanities, World Languages & Speech Communication
Department Meeting
1:40 – 2:45 p.m., August 15, 2014
Room 2727

AGENDA

- A. Call to Order
- B. Introductions
- C. Program Review Information and Due Date
- D. Teaching Hours, Absences and Substitutes
- E. Caps and Wait Lists
- F. Class Syllabi – Template Required
- G. Course Outlines from CurricUNET – www.curricunet.com/imperial
- H. Rosters – Opening Day Rosters and Census Rosters
- I. Textbook Orders and Desk Copy Requests from Publisher
- J. Copy/Print Requests
- K. Instructional and Office Supply Requests
- L. Classroom Observations and Evaluations
- M. Student Learning Outcomes and Evaluations

N. Other

O. Next Meeting: TBA

P. Adjournment