



“In-Service Week” - Schedule, Fall 2021 (Dec. 13-17)

Day	Time	Event	Location
Monday 12/13	8:00 am – 12:00 pm	Prep Time/Department Meetings Faculty working on tabulating Final Grades. Final grades due to registrars by noon.	Home Campuses
	Noon – 1:00 PM	Lunch Break	
	1:00 pm - 5:00 pm	Prep Time/Department Meetings Faculty working on CLOA forms.	
Tuesday 12/14	8:00 am– 12:00 am	Prep Time/Department Meetings Faculty continuing to work on CLOA’s. CLOA Presentation will be completed by selected Faculty to present at tomorrow’s CLOA Presentation.	Home Campuses
	12:00 – 1:00 pm	Lunch Break	
	1:00 – 5:00 pm	Prep Time/Department Meetings Faculty working on CLOA forms/presentations.	
Wednesday 12/15	8:00 -11:00 am	Prep Time Department Meetings & Trainings/Committee Meetings	

	<p>11:00am-2:00pm</p> <p>11:00 - 11:30 a.m.</p> <p>11:30 a.m.- 1:00 p.m.</p> <p>12:30 – 1:15 p.m.</p> <p>1:20-2:00p.m.</p>	<p>PotLuck – (Everyone)</p> <p>Set-up</p> <p>Potluck /Get together</p> <p>Dr. Martinez’s Comments</p> <p>Dr. Day’s Comments</p> <p>(Anyone wanting to participate in the following activities may do so) 1:20-1:40p.m. Ugly sweater contest 1:40-2:00p.m. Ornament exchange</p>	<p>Main Campus Cafeteria (Campus Closed) 11:30-1:30 p.m.</p>
<p>Thursday 12/16</p>	<p>8:00 am-12:00 pm</p> <p>12:00 -1:00 pm-</p> <p>1:00 pm-5:00 pm</p>	<p>Prep Time/Department Meetings & Trainings/Committee Meetings</p> <p>Departments need to meet and come up with plans based on CLOA’s for the Spring 2022 Semester. Directors and faculty will get together and develop plans for class improvement for Spring 2022 and post those plans on their Google Classrooms set up by Assessment Committee.</p> <p>Lunch</p> <p>Prep Time/Department Meetings & Trainings/Committee Meetings/</p> <p>Continue with CLOA plans as needed. All department plans due to their directors by 5:00 p.m.</p>	<p><u>Home Campuses, Live, via Google Meet etc.</u></p>

<p>Friday 12/17</p>	<p>8:00-9:00 am</p> <p>9:00-10:20 am.</p> <p>10:30-11:50 am</p> <p>12:00 – 1:00 pm</p> <p>1:00 – 2:20 pm</p> <p>2:30-3:50pm</p> <p>5:00 pm</p>	<p>Prep Time/Department Meetings & Trainings</p> <p>Shared Governance Tier 1 Meeting <u>Subcommittees:</u> Recruitment and Campus Life Facilities and Safety IT/DE Education Tutoring</p> <p>Shared Governance Tier 2 Meeting <u>Subcommittees:</u> Advisement Assessment Curriculum</p> <p>Lunch</p> <p>Shared Governance Tier 3 Meeting <u>Subcommittees:</u> Academic Leadership Faculty Senate Student Senate Staff Senate Retention and Completion</p> <p>Shared Governance Tier 4 Meeting Shared Governance Council</p> <p>CLOA Plans due in their respective Google Classrooms no later than 5:00 p.m.</p>	<p><u>Home Campuses via Google Meet etc.</u></p>
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***While the agenda is created for organization, some events may be subject to change. Updates will be sent out as needed.**