



**“In-Service Week” - Schedule, Fall 2021 (August 16 - 20)**

Day	Time	Event	Location
Monday 8/16	8:00 am – 12:00 pm	<b>Prep Time/Department Meetings</b>	Home Campuses
	Noon – 1:00 PM	<b>Lunch</b>	
	1:00 pm - 5:00 pm	<b>Prep Time/Department Meetings</b>	
Tuesday 8/17	8:00 am– 12:00 am	<b>Prep Time/Department Meetings</b>	Home Campuses  <u>Via ZOOM/Google Meet</u>  Topic: NMPSIA Benefits Presentation Time: Aug 17, 2021 01:00 PM Mountain Time (US and Canada)  Join Zoom Meeting <a href="https://us06web.zoom.us/j/93275117731?pwd=TSSt0VG05dTBHZGw2VEdYVWJNa2NCdz09">https://us06web.zoom.us/j/93275117731?pwd=TSSt0VG05dTBHZGw2VEdYVWJNa2NCdz09</a>  Meeting ID: 932 7511 7731 Passcode: 448067
	12:00 – 1:00 pm	<b>Lunch Break</b>	
	1:00 – 2:00pm	<b>NMPSIA (Mandatory for Everyone)</b>	
	2:00-3:00 pm	<b>Motivational Speaker (Mandatory for Everyone)</b>	
			Topic: Motivation! Time: Aug 17, 2021 02:00 PM Mountain Time (US and Canada)  Join Zoom Meeting

	3:00-5:00 pm	<b>Prep Time Department Meetings &amp; Trainings/Committee Meetings</b>	<a href="https://us06web.zoom.us/j/98036463120?pwd=c1h2ZS84MGJBVmFuMzFtaGtMUHhQdz09">https://us06web.zoom.us/j/98036463120?pwd=c1h2ZS84MGJBVmFuMzFtaGtMUHhQdz09</a> Meeting ID: 980 3646 3120 Passcode: 714090
Wednesday 8/18	8:00 – 9:00am	<b>Prep Time Department Meetings &amp; Trainings/Committee Meetings</b>	All of today’s meetings will be held at Las Vegas’s, Main Campus Media Arts Center Auditorium, and simultaneously in Google Meet via the following links. Also, the plan is to record all sessions so they can be watched at a later date if necessary:  “Presidential Address” Wednesday, August 18 · 9:00 – 10:00 am Google Meet joining info Video call link: <a href="https://meet.google.com/tuo-hmxo-six">https://meet.google.com/tuo-hmxo-six</a> Or dial: (US) +1 475-329-8283 PIN: 982 480 588#
	9:00 -10:00 am	(Mandatory for Everyone) <b>Address from the President - Dr. Edward Martinez</b>	
	10:00 – 11:00 pm	<b>“Robert’s Rules of Order” - Rachael Lucero (Mandatory for Everyone – quiz in Google Classroom)</b>	“Robert's Rules of Order” Wednesday, August 18 · 10:00 – 11:00am Google Meet joining info Video call link: <a href="https://meet.google.com/ooe-zqix-ksj">https://meet.google.com/ooe-zqix-ksj</a> Or dial: (US) +1 386-866-5174 PIN: 563 155 450#

<p>11:00am-12:00pm</p>	<p><b>-Tutoring/ACE Lab</b> - Raymond Varela  <b>-Portal use, etc.</b> – Renee Maestas  <b>-Advisement</b> – Vanessa Torres (Mandatory for Faculty, Directors, Advisors and anyone else who wants to attend)</p>	<p>"Tutoring, Advisement, and Portal Usage..."  Wednesday, August 18 · 11:00am – 12:00pm  Google Meet joining info  Video call link:  <a href="https://meet.google.com/xft-ghif-ibh">https://meet.google.com/xft-ghif-ibh</a>  Or dial: (US) +1 601-658-0481  PIN: 641 654 534#</p>
<p>12:00-1:00 pm</p>	<p><b>Lunch on your own</b></p> <p><b><u>Mandatory Training for all Faculty/Advisors/Directors as noted. Anyone else who wants to attend is welcome.</u></b></p>	
<p>1:00 – 2:00 pm-</p>	<p><b>Blackboard for Everyone – “Concourse Syllabus Tool, Surveys, etc.”</b> - Larry Paiz (Mandatory for Faculty and Directors)</p>	<p>"Blackboard for Everyone" - The Blackboard tools all teachers at Luna are expected to use"  Wednesday, August 18 · 1:00 – 2:00pm  Google Meet joining info  Video call link:  <a href="https://meet.google.com/eyy-mmiv-wvq">https://meet.google.com/eyy-mmiv-wvq</a>  Or dial: (US) +1 319-988-1189  PIN: 975 071 766#</p>
<p>2:00-2:30 pm</p>	<p><b>“CLOA’s for Faculty”</b> -Rachael Lucero</p>	<p>"CLOA forms for faculty and directors"  Wednesday, August 18 · 2:00 – 3:00pm</p>
<p>2:30 – 3:00 pm</p>	<p><b>“CLOA’s for Directors”</b> – Rachael Lucero</p> <p>(Mandatory for Faculty and Directors)</p>	<p>Google Meet joining info  Video call link:  <a href="https://meet.google.com/rao-uqwx-bwo">https://meet.google.com/rao-uqwx-bwo</a>  Or dial: (US) +1 216-839-0858  PIN: 601 740 745#</p>

	3:00-5:00 pm	<b>Prep Time/Department Meetings &amp; Trainings/Committee Meetings</b>	
Thursday 8/19	9:00 am-12:00 pm  12:00 -1:00 pm-  1:00 pm-5:00 pm	<b>Prep Time/Department Meetings &amp; Trainings/Committee Meetings</b>  <b>Lunch</b>  <b>Prep Time/Department Meetings &amp; Trainings/Committee Meetings</b>	Home Campuses
Friday 8/20	8:00-9:00 am  9:00-10:20 am.  10:30-11:50 am  12:00 – 1:00 pm  1:00 – 2:20 pm	<b>Prep Time/Department Meetings &amp; Trainings</b>          <b>Lunch</b>	<b><u>Las Vegas, Main Campus - Shared Governance Meetings</u></b>  <b>Shared Governance Tier 1 Meeting</b> <u>Subcommittees:</u> Recruitment and Campus Life Facilities and Safety IT/DE Education Tutoring  <b>Shared Governance Tier 2 Meeting</b> <u>Subcommittees:</u> Advisement Assessment Curriculum  <b>Shared Governance Tier 3 Meeting</b> <u>Subcommittees:</u> Academic Leadership Faculty Senate

	2:30- 3:50pm		<p>Student Senate Staff Senate Retention and Completion</p> <p><b>Shared Governance Tier 4 Meeting</b></p> <p>Shared Governance Council</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.**