

November 23, 2010

Dear adjunct faculty,

It seems that winter weather has finally come knocking on our doorstep! Please be careful if you travel for the upcoming holiday.

Coming up/ of importance:

- Letters of Appointment are due for spring classes! If you have not sent yours back, please do so immediately!
- Offices are closed on November 25 and 26 for the Thanksgiving holiday. If you are teaching online, please make sure you give those students those days off as well.
- The last day of classes is only a few weeks away! The last day of classes is December 10. Finals week runs December 13-16. If you are giving a final exam during finals week, please be sure to check the finals schedule found at:

<http://www.msugf.edu/academics/FinalExamSchedules/2010/Fall2010FinalExamSchedule.pdf>

- Final grades will be due no later than December 20 at 5:00 pm.
- The Holiday Luncheon is scheduled for December 17 in Heritage Hall. All are welcome to attend! More information will be coming out soon.
- Thank you to those of you who completed the adjunct support survey for this semester. Your responses are greatly appreciated!
- The next Adjunct Advisory Committee Meeting will be held on Dec 3 from 9 am- 10am via Telephone Bridge. If you would like to attend, please feel free to call in. The committee will be discussing the survey results. To call in, please dial:

**866-200-5786** and enter the conference ID: **8266608**

When you call in, please identify yourself. The call is toll free, but if using a cell phone please note that you are responsible for your own cell phone usage.

I hope you are all staying warm and that your semester is coming to a smooth landing! Happy Thanksgiving!

Sincerely,

Kim Schrenk

Director of Adjunct Instruction