

October 25, 2010

Dear adjunct faculty,

We are half-way through the semester! I hope everything is going well for you!

Here are a few things to keep in mind:

**Nov 2 campus closed for Election Day!** There are no classes on this day and the building will be closed. Assignments (also for online classes) should not be due on this day.

**Adjunct Advisory Committee is meeting this week:** We will be discussing the support structure for adjunct faculty this semester, which has included more support coming from divisions. We will also be discussing a feedback survey that will be distributed by the end of October. Adjuncts are welcome to attend the meeting (please RSVP to me) in person or via telephone.

**Absences:** If you are going to be absent or will not be meeting in your regular classroom please remember to let the administrative assistant in your area know so students can be provided with an answer when they are wondering where class is being held.

**Letters of Appointment** have gone out for spring semester. Please return them promptly and also please return both pages. Since there is no identifying language on the signature page, it can sometimes be nearly impossible to decipher signatures, so please return both pages.

**Student Success Forums** are being held this week. Emails about these have gone out to all faculty and to students as well. The topic of conversation will be “developmental education” and how we can make improvements in this area. Please feel free to come and provide your input at one of these sessions: Oct 26 noon to 1:00 pm in Heritage Hall or October 29 from 9:30- 10:30 in South Court.

Continuing Student Registration begins Nov 3! New student registration begins Nov 22.

As always, please feel free to stop by, call or email with questions concerns and comments! Also please feel free to take any concerns to your adjunct faculty representative on the Faculty Senate, Jana Carter! Adjunct faculty are welcome to attend Faculty Senate meetings as well. These occur every other Monday from 3:30 to 5:00 pm.

Wishing all of you well this fall!

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