

Faculty In-Service
Friday, February 21, 2025
Agenda

Schedule	Meeting	Campus Locations
9:00 am – 9:45 am	Welcome and Updates	DeWitt: B101 Helena: A120 Stuttgart: A136
9:45 am – 10:00 am	Break	
10:00 am – 11:00 am	Demonstration of Faculty Portfolios	DeWitt: N108 Helena: A110 Stuttgart: C110

Faculty Portfolios	
February 21 (In-Service)	Faculty select peer reviewer for portfolio and Division Deans will submit selections to Kena Henderson.
April 1	Due Date for faculty to email link for portfolio to Division Dean.
April 4	Division Deans will compile all portfolio links and email them to Kena Henderson.
April 7	Portfolio links will be emailed to portfolio reviewers by Kena Henderson.
April 7 – 18	Portfolio Evaluations will be conducted through an online evaluation link that will be provided in the email from Kena Henderson.
April 18	All Faculty Portfolio Evaluations are due.

Student Evaluations	
April 1	Student Evaluations will be released for all courses using Blackboard; other courses will be given a link for students to submit evaluations.
April 8	Courses will be locked down until students complete the evaluation. Students will receive multiple notifications that they will be denied access until the evaluation is submitted.
April 18	Student Evaluations are due for all courses.
April 21	Reports will be compiled, and data will be entered into Faculty Portfolio totals to calculate scores for each faculty.

Before the end of the Spring semester, Division Deans will receive all student evaluations and Faculty Portfolio results. Individual meetings will be scheduled to discuss all evaluations and make plans for the next semester.