

Adjunct Faculty Orientation In-Service – Spring 2026
Thursday, January 15 at 4:00 pm
Friday, January 16 at 1:30 pm

Agenda

1. Welcome Back – Introduce Brianna Blair
2. HLC – April 27-28
 - May be asked to attend preparation meetings (could be on Friday)
 - Website – Review HLC page; Strategic Plan, Key Performance Indicators, Assessment
3. Spring Calendar
 - February In-Service – Feb 20
 - Spring Break – March 23-27
 - Graduation May 14 & May 15
 - Important dates for Mid-term (Mar 10)/ Final Grades (May 8) and Fast Track Classes (Fast Track 1 Jan 12 – March 4) and Fast Track II (March 11 – May 8)
4. Emails: Please read and respond
5. Course Rosters - Be sure to check multiple times (No Show date: January 28)
6. Syllabi for all courses taught Due: Friday, Feb 6
 - Read them carefully – check for correct dates and information
 - It is your contract with your student so be sure grading policy, classroom policies, and overall student expectations are listed
 - AI Policy – Deans will share with faculty
 - Simple Syllabus – still in the works
7. Office Schedules Due: Friday, Feb 6
Policy 364: Faculty must schedule 30 hours per week
8. Grades: Submitting Mid-Term and Final Grades
 - Due Dates are extremely important
 - If you don't submit, then it affects others
 - Check rosters and gradebooks for all students – contact Admissions immediately for inconsistencies
 - Final Exams – be sure make special arrangements with Your Dean and myself
9. Monitoring Forms: Revised forms with due dates for each submission as 2/10/26, 3/10/26, 4/10/26, and the last one will be the final grade with a percentage on 5/8/26

10. Blackboard

- Every course has a shell
- Update information and use it for student interaction
- My Ridge Net – Folder for Distance Learning Help Files

11. Regular and Substantive Interaction

- must engage with students
- Professional Development opportunities

12. Assessment:

- check with dean to be sure all assessment reports are documented and submitted for reporting
- Watermark: you will be asked for information and help with submitting information and testing

13. Student Success: this is everyone's responsibility; we need everyone to go the extra mile to help students, each other, and the college/community.

14. Basketball games – please attend and volunteer to help

15. Special Notes:

- Blackboard Faculty/Instruction Course Shell is coming soon!
- Monthly Faculty meetings on the 2nd Friday of each month at 8:30 am