In-Service – Spring 2026
Wednesday, January 7 at 9:30 am

Agenda

1. **Welcome Back and Announcements** – Introduce Brianna Blair
2. **HLC – April 27-28, 2026 Site Visit**
   - Will have multiple preparation meetings (could be on Friday's)
   - Assurance Argument: will post each section and email will be sent to review and provide feedback
   - Website – Review HLC page; Strategic Plan, Key Performance Indicators, Academic Affairs, and 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 within 24 hours or next business day. It is important for students to receive prompt feedback.
5. **Course Rosters** – Check course rosters and submit Roster Verification in Workday by January 28, 2026. This is last day to report No Shows.
6. **Course Syllabi**
   - Submit syllabi for all courses taught   Due: Friday, Feb 6
   - It is your contract with your student so be sure grading policy, classroom policies, and overall student expectations are listed
   - AI Policy – posted on website and deans will email policy
   - Simple Syllabus – working on coordinating files with Workday for implementation
7. **Office Schedules**   Due: Friday, Feb 6
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
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 and is available for Spring 2026
- Update information and use it for student interaction
- My Ridge Net – Folder for Distance Learning Help Files

11. Regular and Substantive Interaction
- Professional Development opportunities – Schedule will be emailed

12. Assessment
- Confirm with dean that all assessment reports are documented and submitted for reporting
- Watermark: the implementation team will request information and help with submitting assessment information

13. **Student Success** 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. **Faculty Portfolios** – due Friday, February 27
- Professional Development training – date/time will be emailed

16. **Registration** - All day Thursday, January 8 (8:00 am – 6:00 pm)

17. **Advising** – Updates provided by Michelle Waites

18. **Monthly Faculty Meetings –** 2nd Friday of each month at 8:30 am