

Faculty/Staff Meeting
Phil Campbell Campus
February 17, 2014

- Proposed Catalog Changes – John McIntosh
Changes under “Plans of Study” have been reviewed and approved by the Academic Council. They were explained to those in attendance.
- Unit Planning – John McIntosh
Be diligent in continuing your Unit Plans. The 2012-2013 and 2013-2014 are in good shape. Remember this summer to get this year’s closed out and to get your 2014-2015 plan in there. April and John are working on a Data Warehouse which will make it more convenient for the faculty to put things in.
- Discuss Banner New Forms (Time Sheets and Leave) – John McIntosh
Timesheets are due tomorrow. Please review the videos for training in submitting timesheets and leave.
- Summer Schedule and Catalog – Tom Carter
Summer Schedule Draft will be out tomorrow and due back by Monday. Catalog should be ready by the 1st of March for edits/changes.
- Early Alert System and ADA – Crystal Ingle
Stressed early intervention is important in order to help students and to please use the Early Alert System. All contacts with the students are being done through the Shoals Campus at this time. ADA issues should be directed to Debbie Glasgow on this campus.
- Tools for Schools – Rose Jones
- Faculty Office Hours – Overloads – Rose Jones
When posting your office hours, please remember what makes sense to you may not make sense to students – make sure they can look at your hours and be able to find you.
- Instructional Calendar – Make-Up Time for Missed Classes – Rose Jones
We have enough instructional days scheduled this spring semester so we will not have to add any additional days to our calendar due to missing school last week due to inclement weather.

/dg