

# FACULTY & STAFF MEETINGS SCHEDULE

## Spring 2005

### Monday, January 10

1:30 p.m. - 3:30 p.m.	Administration and Partnership Affairs Division Meeting	SETB 3rd floor Conference Center
1:30 p.m. - 3:30 p.m.	External Affairs Division Meeting for all Instructors and Staff	ITEC Campus
1:45 p.m. - 2:45 p.m.	<b>Library Orientation for New Faculty &amp; All Other Interested Faculty</b>	<b>Library</b>

### Tuesday, January 11

9:00 a.m. - 11:00 a.m.	Deans Council	Gorgas Conference Room
8:30 a.m. - 5:00 p.m.	<b>Human Resources Orientation for New Faculty (lunch included)</b>	<b>Cortez Hall 139</b>

### Wednesday, January 12

9:00 a.m. - 10:30 a.m.	<b>Academic Affairs Division Meeting for all Faculty &amp; Directors</b>	<b>SETB Lecture Hall</b>
10:30 a.m. - 10:45 a.m.	Refreshment Break	SETB Lecture Hall Lobby
9:00 a.m. - 10:30 a.m.	Institutional Advancement Division Meeting for all Institutional Advancement Staff	Gorgas Board Room
9:00 a.m. - 10:30 a.m.	Student Affairs Council Meeting	Bougainvillea Conference Room
11:00 a.m. - 12:30 p.m.	Faculty Meeting	SETB Lecture Hall
12:30 noon - 2:00 p.m.	Lunch on your own	
2:00 p.m. - 3:00 p.m.	<b>Schools/Colleges Faculty Meetings</b>	
	College of Liberal Arts..... Eidman Hall 1	College of Science, Mathematics & Technology..... SETB 2.336
	School of Business..... South Hall 117	School of Education..... SETB 2.520
	School of Health Sciences..... LHSB 2.310	
3:30 p.m. - 4:30 p.m.	Department Faculty Meetings	Locations TBA

### Thursday, January 13

9:00 a.m. - 10:00 a.m.	Tour of Campus for New Faculty and other interested Faculty	South Hall 117
12:00 noon - 1:30 p.m.	<b>Luncheon for New Faculty with Provost's Council</b>	<b>SETB 3rd floor Conference Center</b>
	<b>General Discussion of Expectations for New Faculty, with the President &amp; Provost/VPAA</b>	
2:00 p.m. - 5:00 p.m.	<b>Faculty Development Workshops</b>	
2:00 p.m. - 3:00 p.m.	<b>Scorpion Online/Grades Online:</b> Enrollment Management Staff	LHSB 1.102
3:00 p.m. - 3:30 p.m.	<b>Academic Dishonesty:</b> Dr. Mari Fuentes-Martin, Associate Vice President & Dean of Students	LHSB 1.102
3:00 p.m. - 4:30 p.m.	<b>MyUTBTSC Course Portal Basic Training</b>	SETB 1.536
	<b>Quick Start to My UTB/TSC Course Portal:</b> <i>Get logged in to check your Roster Online prior to the 1st day of class, post your Syllabus and Message your students, all in 45 minutes</i>	
	<b>What's My Grade?:</b> <i>Learn to setup your Gradebook in the MyUTBTSC Course Portal</i>	
3:00 p.m. - 4:30 p.m.	<b>MyUTBTSC Course Portal Advance Training</b>	SETB 1.508
	<b>Beyond the Basics:</b> <i>Use MyUTBTSC Course Portal to setup your Assignments Online Discussion Board</i>	
	<b>No Pencils Required:</b> <i>Creating online quizzes and tests in MyUTBTSC Course Portal</i>	
3:30 p.m. - 4:00 p.m.	<b>Watch Your Wallet – And Your Computer</b>	LHSB 1.102
	Juan Cardoza, Chief of Campus Police & Sergeant David Marquez	
4:00 p.m. - 5:00 p.m.	<b>Portfolio Preparation Workshop for All Interested Faculty</b>	SETB 2.548
	Dr. Ruth Ann Ragland & Terry Jay Phillips	
8:00 a.m. - 5:00 p.m.	Faculty Preparation for Classes and Advising of Students	

### Friday, January 14

7:30 a.m. - 8:00 a.m.	<b>President's Reception for all Exempt and Non-Exempt Classified Staff</b>	<b>SETB Courtyard</b>
8:00 a.m. - 9:30 a.m.	<b>President's Meeting for all Exempt and Non-Exempt Classified Staff</b>	<b>SETB Lecture Hall</b>
10:00 a.m. - 10:30 a.m.	<b>President's Reception for all Faculty and Directors</b>	<b>SETB Courtyard</b>
10:30 a.m. - 12:00 noon	<b>President's Meeting for all Faculty and Directors</b>	<b>SETB Lecture Hall</b>
12:00 noon - 1:00 p.m.	Lunch on your own	

### Monday, January 17

Martin Luther King Holiday

### Tuesday, January 18

First Day of Class