

# FACULTY & STAFF MEETINGS SCHEDULE

*Fall 2004*

## Monday, August 16

1:30-3:30 p.m.	Administration and Partnership Affairs Division Meeting	SETB 3rd floor Conference Center
1:30-3:30 p.m.	External Affairs Division Meeting for all Instructors and Staff	ITEC Campus

## Tuesday, August 17

9:00-11:00 a.m.	Dean's 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 #130</b>

## Wednesday, August 18

9:00-10:30 a.m.	<b>Academic Affairs Division Meeting for all Faculty &amp; Directors</b>	<b>SETB Lecture Hall</b>
10:30-10:45 a.m.	Refreshment Break	SETB Lecture Hall Lobby
9:00-10:30 a.m.	Institutional Advancement Division Meeting for all Institutional Advancement Staff	Gorgas Board Room
9:00-10:30 a.m.	Student Affairs Council Meeting	Bougainvillea Conference Room
11:00 a.m.-12:30 p.m.	Faculty Meeting	SETB Lecture Hall
12:30-2:00 p.m.	Lunch on your own	
<b>2:00-3:00 p.m.</b>	<b>School/Colleges Faculty Meetings</b>	
	College of Liberal Arts	Eidman Hall I
	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
3:30-4:30 p.m.	Department Faculty Meetings	Locations TBA

## Thursday, August 19

9:00-10:00 a.m.	Tour of Campus for New Faculty and other Interested Faculty	South Hall 117
10:15-11:15 a.m.	Library Orientation for New Faculty & All Other Interested Faculty	Library
12:00 noon-1:30 p.m.	Luncheon for New Faculty with Provost's Council	SETB 3rd floor Conference Center
	<b>General Discussion of Expectations for New Faculty, with the President &amp; Provost/VPAA</b>	
2:00-4:00 p.m.	Media Services Open House Hands-On Training	South Hall 125
	<i>Learn to use a CT, data projector, digital video camera and other equipment</i>	
2:00-5:00 p.m.	Faculty Development Workshops	
2:00-2:45 p.m.	Quick Guide to the New UTB/TSC Portal: Emancipating Yourself from "Techies"	SETB 1.536
	<i>Learn to access, navigate and personalize the university's new web portal</i>	
2:45-3:30 p.m.	Your Syllabus and Gradebook in Blackboard: "No Experience Necessary"	SETB 1.536
	<i>Bring your syllabus on diskette at 2:45 and it will be posted online by 3:30 p.m.</i>	
3:30-5:00 p.m.	Portfolio Preparation Workshop for All Interested Faculty	SETB 3rd floor Conference Center
8:00 a.m.-5:00 p.m.	Faculty Preparation for Classes and Advising of Students	

## Friday, August 20

7:30-8:00 a.m.	President's Reception for all Exempt and Non-Exempt Classified Staff	SETB Courtyard
8:00-9:30 a.m.	<b>President's Meeting for all Exempt and Non-Exempt Classified Staff</b>	<b>SETB Lecture Hall</b>
10:00-10:30 a.m.	President's Reception for all Faculty and Directors	SETB Courtyard
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	
1:00-3:30 p.m.	Academic Senate Meeting	SETB 2.548

## Monday, August 23

**First Day of Class**