

Preliminary info for COMS Faculty

Orientation

There are no specific workshops per se, however, there will be an adjunct orientation through the school and later, one through the college that will update you to specifics for the school and big picture of the directives of the college you will get notification about. They will be back-to-back and will probably happen the Wednesday during flex week (the week before classes start). The college one will include dinner. On Thursday or Friday (I am not sure yet) we will have a department meeting. You can find all the flex workshops at <https://faculty.sdccd.edu/index.cfm>. You'll see a tab for "Flex Obligation".

Syllabus, Course Objectives, and SLOs

The objectives for the course and the SLOs are attached. Those must be on your syllabus. I have attached a copy of mine with the other things that must be included highlighted. Please note that you will need to send a copy to me and to Andy's office. Save your syllabus with the same information I included but with your information. What the dean wants is your last name, course (e.g., COMS 103), and the CRN.

Copies

We do not have a copier, you must use our "reprographics office". The earlier you can get your materials there the better. The woman you need to contact is Penny Hedgecoth at phedgeco@sdccd.edu.

Getting a District Email Address

Dean MacNeill can help you get an sdccd.edu email address.