



SANTA ANA COLLEGE

Fine and Performing Arts Division Meeting, August 23, 2018, 10 am, room C104
Brian Kehlenbach, Interim Dean, Fine and Performing Arts and Nealley Library

Agenda

1. New Funding Model for California Community Colleges
2. Guided Pathways – Mapping
3. Email Address and Office Hours. Hours need to be submitted to the Division Office.
4. Classroom Technology – make sure to check it!
5. Keys
6. Quick Copy/Publications – your resources for classroom handouts
7. Holidays
8. Professional Development Flex Obligation
 - Faculty Development Tracking System is on Webadvisor
 - The Flex Software Manual is found at www.sac.edu/FacultyStaff/professional-development (click on Professional Development Forms)
9. Canvas
 - Silver Certification is now necessary to teach online or hybrid.
 - Change to definition of “student contact”
 - Outcomes on Canvas
 - Canvas information and workshops:
www.sac.edu/AcademicAffairs/DistanceEd/Pages/Canvas-Migration.aspx
10. Important add and drop dates – check Webadvisor
11. Office hours and course overviews – submit to the Division Office
12. Syllabus requirements
 - Faculty Handbook:
<https://www.sac.edu/President/AcademicSenate/Documents/Faculty%20Handbook%20-2014.pdf>
 - Absence and drop policies
 - Grading policy
 - Participation
 - Academic honesty
 - DSPS statement
 - COR: www.curricunet.com/sac (click on “course”)
13. Instructor absences – inform your Department Chair AND the Division Office
14. Submission of grades (approx.. 5 days) and supporting materials (approx.. 10 days)
15. Department news
16. Emergency and safety presentation
17. Department meetings