

School of the Arts, Humanities, and Social Sciences
Agenda

September 13, 2024

A. Announcement

B. Attendance Verification

- a. The attendance verification quiz is now locked. If a student needs their attendance verified after the quiz lock date faculty should submit this form (it routes to the Registrar's Office): [Attendance Verification Exception](#)
- b. The date for "last date of attendance" will no longer populate with the date attendance verification is completed. That will remain blank and the faculty is responsible for entering the date only if a student earns an F or I.
- c. It is critical that this date is accurate because it impacts calculations for repayment of financial aid.
 - i. **For online courses the last date of attendance is the day they last engaged in academic activity - NOT the last day they logged into Canvas.**
 - ii. An incorrect date could result in a student being required to repay more than necessary, or not repaying enough.

C. Faculty Evaluations – Conferences/Timeline/Portfolios

D. Mentor Refresher, Sept 27, 1pm

E. Enrollment Fall and Spring

F. Scheduling – Morning, Afternoons, and Evenings (Fridays)

G. Textbooks Deadlines this month for any changes

H. Faculty Lines

I. Faculty Symposium, Friday, Sept. 20th at 2:30, U-102

J. HLC Writing Groups

K. Lunch and Learn – HLC – Please register

- a. Thursday, September 19th 11:30-1pm
- b. Lee AA-177, Collier M-201, Charlotte D-109. HG A-102

L. Standing Committees Updates

- c. PD
- d. Academic Standards
- e. Academic Technology
- f. Curriculum
- g. General Education Advisory
- h. Learning Assessment (College-wide)
- i. Continuing Contract Review

M. Anything to add?