

Approaching Due Dates and Reminders from the Vice President for Instructional Programs:

1. **End of the Year Evaluations** for staff, part-time and full-time instructors are **due May 9, 2008**. All evaluations must be signed and completed. Supervisors, be sure to use the proper forms. There are different forms for part-time, staff and full-time faculty members. All forms can be found on the L-Drive. Contact Dr. Sherri Davis if you have difficulty locating or downloading the forms.
2. **Unit Plans, Unit Plan Narratives and Student Learning Outcomes** for the 2007-2008 school year are **due May 23, 2008**. Supervisors: Make sure you meet this deadline so your unit outcomes for the year can be reviewed prior to the Administrative Retreat which takes place roughly a week after the 23rd. Assistance can be obtained from Dr. Davis or Dr. Green.
3. **Blackboard:** According to the last Blackboard non-compliance listing, we still have several full-time and part-time employees listed. Supervisors: please make sure to address such issues when you sit down with these employees during their evaluation. Non-compliant instructors are in direct conflict with the mission and goals of the instructional division.
4. **Final Exam Week will run April 30, May 1-2, 5-6**. Please ensure that your faculty members adhere to the *exam schedule* that is listed in the Spring term schedule booklet.
5. **Final Grades are due May 8th**. As the supervisor in charge, please work with Instructional Services (on that day) to ensure that all individuals you supervise have submitted their grades on time. Be prepared, if called upon, to locate any non-compliant instructors if such issues arise.
6. **Graduation is May 10th**. Make sure all full-time employees who work within your division understand that they are expected to participate in the ceremony.
7. **Graduates Banquet is on May 6th**. Please check with your faculty to see if they will be attending this activity. Please submit that information to my office **by April 30** so that we may include them in the count and to make sure that enough seating is available.

Important Summer Term Dates (See Academic Calendar on LSCC's website for more detailed information)

- The Summer Interim Term runs May 12-17th.
- Summer Registration is May 19th.
- Faculty Duty Day: May 20th
- Summer classes begin May 21st.

Note: Please read email sent to the faculty regarding these reminders.