

This message was sent with high importance.

Myrtes Green

From: cabinet-bounces@mail.lawsonstate.edu on behalf of Sherri C. Davis **Sent:** Thu 9/22/2005 8:32 PM
To: chairs
Cc: tjones@lawsonstate.edu; Nick Shields; Vic Gardner; Donald Sledge; Alice Milton; Lorenza Thomas; Darren Allen; Geri Albright; Elijah Anthony; cabinet; Vergie Spears; Cassandra Matthews
Subject: [Cabinet] Training Schedule: Evaluation
Attachments:

Hello All,

This message requires an email response back.

As you know, the college has adopted a new evaluation process that has cleared the legal "hurdle". Training, of course, must take place in order for supervisors to become acquainted with the new process and trained on the instruments. With that in mind, please plan to attend one of the following training sessions listed below. NOTE: Read the training descriptions closely before selecting a date and time. MAKE SURE YOU SCROLL DOWN COMPLETELY TO SEE THE FULL RANGE OF SCHEDULING DATES. YOU ONLY HAVE TO ATTEND ONE SESSION.

If you primarily evaluate faculty, attend ONE of the following sessions on Wednesday, September 28th.

9:00 a.m., 11:00 a.m. OR 2:00 p.m. (Library Training Room; Birmingham Campus). Please email your selection.

If you primarily evaluate other administrators and/or staff, attend ONE of the following sessions on Thursday, September 29th:

9:00 a.m., 11:00 a.m. or 2:00 p.m. (Library Training Room; Birmingham Campus). Please email your selection.

Thank you for your immediate attention and cooperation.

Sherri Davis, Ph.D.
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Academic Dean &
Director of Developmental Programs
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