



# Fall 2017 Calendar & Updates for Faculty

Academic Calendar 2017-2018									
Fall Calendar, 2017					Spring Calendar, 2018				
<b>AUGUST</b>					<b>JANUARY</b>				
M	T	W	TH	F	M	T	W	TH	F
	recess 1	recess 2	recess 3	recess 4	rec PH 1	recess 2	recess 3	recess 4	recess 5
recess 7	recess 8	recess 9	recess 10	rec SC 11	recess 8	rec QLM 9	recess 10	recess 11	CD 12
recess 14	rec QLM 15	recess 16	recess 17	recess 18	PH 15	SS 16	17	18	WK 19
recess 21	NFO 22	NFO 23	★ CD 24	★ CD 25	22	SSE 23	24	25	WK 26
SS 28	29	30	31		29	30	31		
★PT Faculty Coordination Day, Saturday, August 26, 8:30 - 12									
<b>SEPTEMBER</b>					<b>FEBRUARY</b>				
				1				1	WK 2
PH 4	SSE 5	6	7	WK 8	5	6	7	8	9
11	12	13	14	WK 15	12	MATC 13	14	15	WK 16
18	19	20	21	WK 22	19	20	21	22	WK 23
25	26	27	28	29	26	27	28		
<b>OCTOBER</b>					<b>MARCH</b>				
2	3	4	5	WK 6				1	WK 2
9	QLM 10	11	12	WK 13	5	6	7	8	9
16	17	18	19	WK 20	12	EQ 13	NSCD 14	NSCD 15	WK 16
EQ 23	24	25	26	27	19	20	21	22	WK 23
30	MATC 31				26	27	28	29	PH 30
<b>NOVEMBER</b>					<b>APRIL</b>				
		1	2	WK 3	2	3	4	5	6
6	7	8	9	WK 10	9	10	11	12	WK 13
13	14	15	16	WK 17	16	QLM 17	18	19	20
20	21	NSCD 22	PH 23	PH 24	23	24	25	26	WK 27
27	28	29	30		30				
<b>DECEMBER</b>					<b>MAY</b>				
				WK 1		1	2	3	WK 4
4	5	6	7	WK 8	7	8	9	10	C WK 11
11	12	13	14	C WK 15	14	15	16	17	ES 18
18	19	20	21	ES 22	recess 21	recess 22	recess 23	recess 24	recess 25
rec PH 25	recess 26	recess 27	recess 28	recess 29	rec PH 28	recess 29	recess 30	recess 31	
16	16	16	16	16	D	16	16	16	16
15	15	15	15	15	E	15	15	15	15
PH - Paid Holiday					EQ - End of First Quarter				
NSCD - Non-Student Contact Day <i>No day or evening classes. Offices open.</i>					ES - End of 15/16 Week Semester				
Spring Break					SC - Staff Coordination Day				
E6 - End of the Six Week Summer Session					SS - Start of the Semester				
E7 - End of the Seven Week Summer Session					SSE - Start of Evening Classes				
C - Commencement					WK - Weekend College Meets this Weekend (Fri/Sat)				
CD - Coordination Day					QLM - Quarterly Leadership Meeting				
MATC - MATC Day (All Campuses Closed/NO CLASSES)					NFO - New Faculty Orientation Days				

## Frequently Asked Questions about Coordination Days

### **Q: What are Coordination Days and what happened to Convocation Days?**

**A:** Coordination Days are an opportunity for the Administration (President, Provost, and/or Deans) to welcome Faculty back and share District-wide and School updates, initiatives, and events for the coming year or semester. Coordination Day is also a chance for departments and faculty to meet prior to the beginning of a semester for planning. For a few years, the name was changed to "Convocation Days," but no one seemed to like that very much.

### **Q: When are Coordination Days?**

**A:** August 24 & 25, 2017 and January 12, 2018

### **Q: Where can I find future Coordination Days for vacation planning?**

**A:** On the portal (myMATC): [Class Scheduling: Future Calendars](#)

### **Q: Who is supposed to attend Coordination Days?**

**A:** According to the Employee Handbook / Faculty Appendix, all Full-time Faculty are required to attend. Although not mandatory, Part-time Faculty are welcome and encouraged to attend. On August 26, a Saturday morning Coordination Day will be held for part-time faculty who were not able to participate on Thursday, August 24. Part-time Faculty may earn FQAS Renewal Hours for attending Coordination Days.

### **Q: How does anyone know if I attend?**

**A:** Associate Deans are responsible for knowing if all of their faculty attend Coordination Days. To help with this, attendance (sign-in sheets) may be taken at School and / or Department meetings. Registration for and attendance taken at the Workshops held on Coordination Day can also confirm your attendance.

### **Q: Are there any workshops on Coordination Day and if so, what are the topics?**

**A:** Workshops are held during the Fall Coordination Days only. These will be held the afternoon of Thursday, August 24. A list of the workshops along with their descriptions will be sent out separately, along with instructions for registering for them.

### **Q: Will there be coffee provided on Coordination Day?**

**A:** Coffee and light refreshments are being generously provided by U.S. Bank after the All-Call!

### **Q: Will the cafeteria be open for lunch on Coordination Day?**

**A:** Yes, the cafeteria is open for breakfast and lunch on August 24 & 25.

### **Q: Where should I park on Coordination Day and how do I get my parking validated?**

**A:** If you are a full-time faculty member assigned to the Downtown campus, please park in your usual assigned parking spot. If you are assigned to a Regional Campus, please park in the parking structure on 8<sup>th</sup> and State Street and have your ticket validated at the end of the day by Shelly Conroy or Karen Ortiz in M278.

### **Q: What time should I arrive and when can I leave?**

**A:** The All-Call begins **promptly** in Cooley Auditorium at 8:30 Thursday morning and events run through 3 p.m. Please look for an upcoming agenda for Friday's schedule, but it will include prep time. You should anticipate approximately 6.5 hours each day.

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## MATC Community Day: Tuesday October 31, 2017

Based on the feedback from our employees and community partners, this year's MATC COMMUNITY DAY will be held in October. The MATC EMPLOYEE DEVELOPMENT DAY is scheduled for February 13, 2018.

The October date allows us to partner with more community organizations for both indoor and outdoor projects. Once again, we will be using the online registration system provided by United Way to sign up for volunteer opportunities. All Full-time Employees will have a chance to go out into the community and work with local organizations within MATC's service district that provide valuable resources and outreach. Hundreds of group and individual projects will be available (in a more-timely fashion than last winter), and employees may sign up as a department, team, or on their own. These activities continue to demonstrate the College's vision to enrich, empower, and transform lives as well as our strategic priority to collaborate with our community partners.

**All Campuses and offices are closed. No employees report to campus during this day of service.**

As per the Employee Handbook, all Full-time Employees are required to participate in MATC Days. Full-time Faculty are asked to flex their hours if these days are not consistent with their on-campus time reports. Although not mandatory, Part-time Faculty are welcome and encouraged to attend and may earn FQAS hours toward Renewal by participating.



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## Non-Student Contact Day (NSCD): Wednesday, November 22, 2017

In the Perpetual Calendar, we no longer have a Non-Student Contact Day at the end of the semester. Instead, it is embedded within the term on the Wednesday before Thanksgiving.

As per the Employee Handbook/Faculty Appendix, all Full-time Faculty are required to attend a NSCD, and they should flex their hours if these days are not consistent with their on-campus time reports. Although not mandatory, Part-time Faculty are welcome and encouraged to participate, and they may earn FQAS hours toward Renewal by attending.

On a NSCDay, all campuses and offices are open, including the cafeteria. No Day and evening classes are held. No student contact or class time is lost due to the nature of the Perpetual calendar.

All departments and programs are expected to meet on this day.

At your Department Meetings on August 25, your department will be asked to plan for the upcoming NSCDay. This day could be spent working to accomplish department or program goals and projects, training opportunities, holding meetings, etc.

Schools or specific programs could also hold Open Houses for High School students (to be coordinated with the Deans, ADs, and the Recruitment Office).

If your plans might include any training or workshops, please contact the Provost's Office so we can help coordinate the delivery.

All departments are encouraged to spend some of that time on systematic and inclusive **Advising and Registering** of their current students for the upcoming Spring semester.

For more information,  
please see the [Perpetual  
Calendar](#) on myMATC.



# NEWS YOU CAN USE

**Grade Appeals:** Thanks to the hard work of the Student Success Core Committee, a new and improved Grade Appeals Process is now in place! Please add this link to your Syllabus: [http://www.matc.edu/student\\_services/upload/2017-18\\_academic\\_grade\\_appeal.pdf](http://www.matc.edu/student_services/upload/2017-18_academic_grade_appeal.pdf)

**Career Essentials:** The Curriculum, Learning & Assessment Core Committee has completed its multi-year project to update our Student Learning Outcomes, or Core Abilities, and they are now CAREER ESSENTIALS. Please make sure that the Course Outcome Summaries in your program have been updated to reflect the new Career Essentials. [CLICK HERE](#) for more information.

**Student Advising:** For over a year, a joint committee has been working on providing all faculty with more resources and training for student advising. Look for the upcoming training dates to be announced later this month. Meanwhile, check out the new Resource Pages! <https://docs.google.com/document/d/1drHrA94FUmRAzKzGEE9TlJzG7e6p9a48dY-SPdqPRZk/pub>

**FQAS—Certification & Renewals:** If you are completing your first Certification Cycle (the Magnificent 7), make sure you are signed up for the FINAL certification courses scheduled this year. Not sure? Check with Jenny Smith in the Certification Office ([414.297.6482](tel:414.297.6482) or [smitj310@matc.edu](mailto:smitj310@matc.edu)). If you are in the FQAS Renewal Program, remember to complete your Teaching Action Plan this fall and track any Renewal Hours earned.

**Volunteer for Core Committees & Work Teams:** Help MATC achieve our Strategic Goals by serving on one of our joint committees or work teams. It's a great way to be part of effecting positive change (and you can even earn FQAS Renewal hours for your work). Please contact Marlene Dombrowski at [dombrowm@matc.edu](mailto:dombrowm@matc.edu) for more information.

Student Services Dates of Interest FOR FACULTY AND STAFF ONLY FA2018 – FALL 2017	
Instructor Withdrawal 16 <sup>th</sup> Calendar Day for never attending class	September 13, 2017
End of Six-Week Period-Day	October 9, 2017
End of Six-Week Period-Evening	October 17, 2017
Progress Grades Due	October 20, 2017
End of Eight-Week Period	October 23, 2017
Advising Days Begin	October 23, 2017
Eight-Week Grades Due	October 27, 2017
Graduation Application Deadline	October 31, 2017
Priority Registration (SP2017) Program Veterans All Eligible Program Students	November 6, 2017 November 7, 2017
Open Registration (SP2017) Veteran Students All Students	November 13, 2017 November 14, 2017
Semester Instructor Withdrawals	December 19, 2017
End of Evening Classes	December 22, 2017
End of Day Classes	December 22, 2017
Change of Grades for Incompletes	December 19, 2017
Final Grades Due (Online)	December 29, 2017 (5:00 p.m.)
Commencement	December 15, 2017

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VISION 2020: Transforming Lives through Innovative Education				MATC
GOAL 1	GOAL 2	GOAL 3	GOAL 4	
<b>Student Success</b> <b>Retention</b> Improve student satisfaction, engagement and course success to positively impact students' achievement, progress and graduation goals <b>Learning Assessment &amp; Systems</b> Achieve learning outcomes through aligned assessment processes and innovative teaching technology and methodologies <b>Equity Gaps</b> Close achievement gaps for students of color	<b>Workplace Engagement and Innovation</b> <b>Employee Development &amp; Engagement</b> Improve recruitment, retention and succession processes, increase training opportunities and celebrate employee performance <b>Quality Culture</b> Advance an engaged and healthy environment based on innovation, shared governance, collaboration, continuous improvement and transparent communication <b>Diversity</b> Foster an inclusive environment in which all employees display cultural competency when interacting with people of different cultures, ethnicities, beliefs and socioeconomic backgrounds	<b>Financial and Environmental Sustainability</b> <b>Fiscal Responsibility</b> Enhance the college's ability to raise funds and allocate resources <b>Environmental Stewardship</b> Model and promote the sustainable and collaborative use of resources while reducing our campus carbon footprint <b>Technology</b> Integrate processes and leverage technologies to maximize the potential of our employees and our students	<b>Partnerships and Community Collaboration</b> <b>Educational Pathways</b> Increase opportunities with K-12 and post-secondary partners to create a stronger pipeline to and from MATC <b>Graduate Job Placement</b> Increase partnership, apprenticeship and internship opportunities to improve job placement rates for our graduates in their chosen fields of study <b>Business &amp; Community Engagement</b> Cultivate effective college relationships with legislators and other governmental bodies, business, industry and community organizations to respond to their demonstrated needs <b>Marketing &amp; Branding</b> Reinforce MATC's reputation as a preferred partner and educational resource for our community	

January 2017