Week 1 or 2

Forward Jeanne Sullivan’s email to adjuncts about ordering books for the Bookstore. Ask Doreen to write that email forward letting adjuncts know the importance of books through the Bookstore (e.g., Veterans can only use GI Bill $$ for books from the Bookstore).

Week 1

* Ask faculty for 1 paragraph course descriptions for following quarter; submit by end of Week 3.

Week 3 MONDAY

* Send reminder email about needing 1 paragraph descriptions.

Week 5

* Email faculty requesting syllabi (for following Quarter) be emailed to you by end of Week 8.

Week 8 MONDAY

* Send out reminder email to adjuncts that next quarter syllabi are due Friday.

Week 10: MONDAY

* send out survey monkey surveys for PNAPP Year 1, PNAPP Year 2, and TG Cores.