

# New Faculty Mid-Term Check-In

 ArtCenter

**CITL**

Fall, 2021

# Agenda

- Introductions
- Round the Room
- Mid-Term Student Check-In
- End of Term
- Q&A and Resources

# Round the Room

- What's going well in your class or with your students?
- What do you want to be able to do more of...

Think / Chat / Share

# Mid-Term Student Check-In

- Make sure to let each student in your class know how they are doing at this point in the term. You can do this in 1:1 meetings or over email, by using DotED,...
- Let them know what is working, what they are doing really well, and what challenges/opportunities you see for them
- Create a plan for success and connect to Dept. and College resources
- Ask the class what is working / what do they want more of...

# End of Term

- Please give your students 20 minutes in the last class meeting to complete the Course Evaluations (they do this through [inside.artcenter.edu](https://inside.artcenter.edu)).
- You cannot see the results until you have submitted the final grades through [inside.artcenter](https://inside.artcenter.edu) (an email with step-by-step directions will come from Enrollment Services to AllFaculty).
- Final Grades are due on Monday of Break Week 1 (12/20/2021)
- Course Evaluations are a great way to reflect on the course as you adjust your syllabus and curriculum and plan for the next term
- Course Evaluations are a part of the Faculty Performance Review Process

# Resources and Contacts

- CARE [CARE@artcenter.edu](mailto:CARE@artcenter.edu), <https://inside.artcenter.edu/cms/course/view.php?id=2>
- Faculty Affairs [Megan.Segota@artcenter.edu](mailto:Megan.Segota@artcenter.edu)
- Classroom Technology and Zoom Instruction / Support [AV@artcenter.edu](mailto:AV@artcenter.edu)
- Passwords, Email Access, Inside.artcenter [Helpdesk@artcenter.edu](mailto:Helpdesk@artcenter.edu)
- HyFlex Support [hyflex@artcenter.edu](mailto:hyflex@artcenter.edu)
- Library and Liaison Librarians [Library@artcenter.edu](mailto:Library@artcenter.edu)
- DotED [dtl@artcenter.edu](mailto:dtl@artcenter.edu)
- CITL [Sam.Holtzman@artcenter.edu](mailto:Sam.Holtzman@artcenter.edu) and CITL Faculty Partner [Wendee.Lee@artcenter.edu](mailto:Wendee.Lee@artcenter.edu)