



CC Letters and Sciences

3000 College Heights Blvd. • Ridgecrest, CA 93555 • 760 384-6201 •
<http://cerrocoso.edu/academics>

Memorandum

To: Tiffany Argumedo
From: Dr. Chad Houck, Dean of Instruction
CC: VP Academic Affairs
Date: January 8, 2018
RE: Welcome to teaching for Cerro Coso during the Spring 2018 term

On behalf of the Department Chairs for Letters and Sciences, I welcome you to our teaching staff for the upcoming term. This letter has three primary purposes. The first is to welcome you. The second is to inform you of the classes that we plan to have you teach this upcoming term. The third is to request a few specific action items of you in the week after receiving this letter. Thank you for being a part of our Coyote family.

Argumedo, Tiffany

<u>CRN</u>	<u>Course Title</u>	<u>Meeting times</u>	<u>location</u>
32724	MUSC C101 - Music Appreciation	F 02:30pm - 05:30pm	California City Prison
32939	MUSC C101 - Music Appreciation	W 09:00am - 12:05pm	Tehachapi CCI
32940	MUSC C101 - Music Appreciation	TTh 02:30pm - 03:55pm	California City Prison
32941	MUSC C101 - Music Appreciation	TTh 04:00pm - 05:25pm	California City Prison

Action Items:

1. By January 16, please connect with your department chair to establish the preferred method of communication: Sarah King - 7603846124 - sarah.king1@cerrocoso.edu
2. By January 16, please establish a plan for regularly monitoring your Cerro Coso email account. You will find that you have important emails arriving soon with information such as our current adjunct faculty handbook and Faculty411.
3. By January 16, please make sure to embed your department's chosen Student Success Initiative into the first week of instruction. For clarification, contact your department chair.
 - a. Greater Transparency of Expectations
4. By January 29, please make sure to include the Student Learning Outcomes (SLOs) for each course in your syllabus. Again, for clarification contact your department chair.
5. By January 29, please make sure to submit the syllabus for each course and your office hours to the office of instruction:
<http://surveys.cerrocoso.edu/content/submit-syllabus-and-office-hours>