



FACULTY & STAFF MEETING MINUTES

Date: June 22nd, 2026

Time: 2:30 PM

Location: MCI Meeting Room

Attendees: Program Directors, Faculty and Administration (Sign-In Sheet Attached)

Minutes Distribution: Hard copy placed in faculty/staff mailboxes and/or distributed via email

TOPICS

Summer Break Schedule

- The upcoming summer break schedule was reviewed. Faculty were reminded of scheduled class breaks between June 29–July 3 and July 6–July 10, as applicable to their classes. Administration advised that main office hours and staff availability may vary during this period due to alternating vacation schedules.

Program Curriculum Review

- Faculty were asked to review their program curriculum information and ensure the curriculum maintained in FAME accurately reflects the approved curriculum. Course names/titles, sequencing, grade weighting, course hours/credits, and courses without examinations should be reviewed for accuracy.
- Faculty were reminded that FAME, syllabi, lesson plans, and curriculum outlines should remain consistent for compliance and accreditation purposes. Any discrepancies or proposed changes should be brought to administration.

Faculty Professional Development

- Faculty were reminded of the assigned ABHES/Acknowledge Managing the Adult Classroom (ED113) course. The training is to be completed online, with certificates of completion due by July 24, 2026.



- Additional faculty in-service training opportunities will be provided throughout the summer through live presentations, recorded lectures, and/or self-paced professional development courses.

Program Discussion / Follow-Up

- Faculty were provided an opportunity to discuss program updates, concerns, and questions. Continued communication regarding curriculum, students, instructional resources, and program needs was encouraged.

Action Items: Faculty to review curriculum information, complete assigned professional development, and submit required certificates/documentation by the established deadlines.

Meeting Concluded

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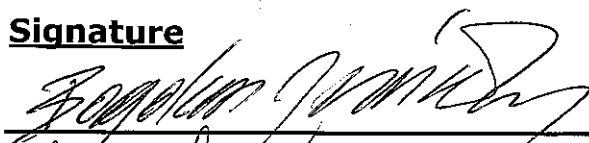
Time: 3:00 PM

Location: Conference Room

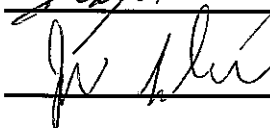
MCI Faculty/Staff

Signature

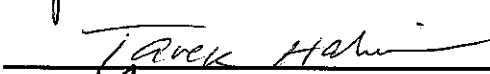
Bogdan Jasinski



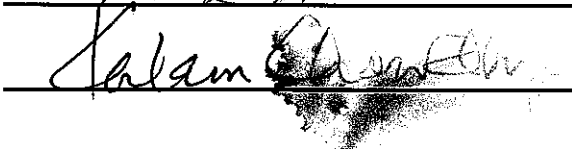
Jess Scherr



Dr. Tarek Halim



Dr. Kalam Chowdhury



Dr. Syeda Kazmi

Dr. Nivedita Kumar



Erica Mosca

Patricia Walker

Amy Knudsen

Michelle Martin

Christina Boyle

