

ACADEMIC COUNCIL FACULTY READY-REFERENCE TASK FORCE
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The Academic Council faculty ready-reference task force is to seek ways to support and enhance faculty classroom success, both credit and WDCE, by identifying information that new and adjunct faculty may need at hand to support their teaching. The task force will investigate and devise orientation and job facts in the form of checklists/job aids, reference lists, SOPs, and other instruments of rapid reference for problems commonly faced in the classroom. These references would include, but not be limited to, how-tos for classroom technical equipment (computers and AV gear), telephone call lists for classroom support, voicemail setup and use, email rules, copy machine usage, obtaining library multimedia support, classroom keys and security, Owl Link rosters and grade posting, and existing online job aids and tutorials unique to PGCC equipment and software, among others. The group will address pertinent areas and distinguish how to accomplish the various tasks at Largo and at each extension site and will differentiate for credit and WDCE faculty as needed.