Fall Announcement #4

Phoenix College will be the premier provider of student-centered learning opportunities for our community to go far close to home.

Greetings,

As we near the end of the semester I want to share a few upcoming deadlines and support tools. This newsletter will cover: Assessment, Academic Affairs Coffee and Conversations, the Syllabus Creator, and Final Grades. Thank you all for your incredible work in 2020 and for your patience and flexibility in navigating these uncertain times.


Thank you for the great work documenting assessment in and out of the classroom this semester. **December 18th** is the last day to input data into the Campus Assessment Portal (CAP) for this semester . If you are unsure of how to perform the steps, please go to the PC website under Assessment and follow the prompts.

Join the Academic Affairs division for "Coffee & Conversations" on **Friday, December 11th from 8:00-8:50am**. Feel free to drop in at any time and join a virtual table through Airmeet. Bring your own coffee and a smile. A calendar invite with instructions on how to join will be sent out shortly.
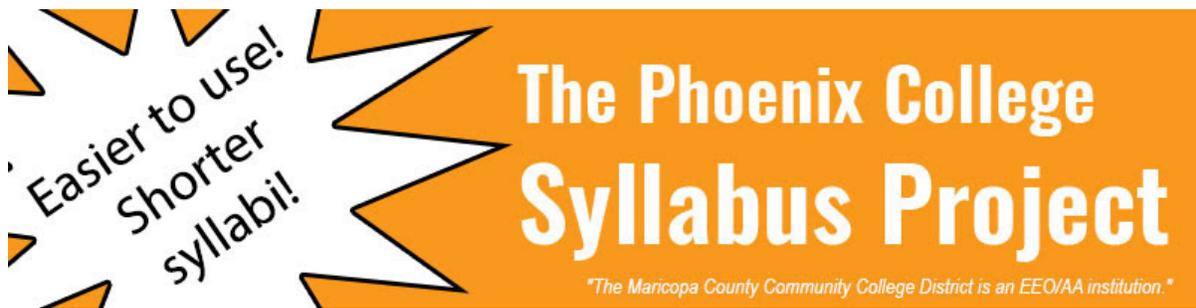
The Department Chair Subteam worked with the CTL to update the syllabus creator in time for the spring semester. It is now easier and delivering shorter syllabi to you! It is even easier to create a short, user-friendly, and compliant syllabus by streamlining the elements to just those directly related to the course. [Check it out](#) and contact the CTL if you need any additional support!
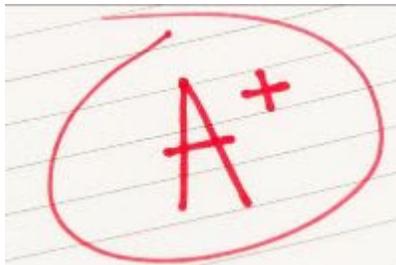
The Student Academic Progress (SAP) report is being run earlier this year on Monday, December 21st. This means final grades need to be submitted on **Friday, December 18th** this semester. I understand this is a late change this semester, but going forward this will likely remain the normal submission deadline. Admissions and Records will send out notices as they traditionally do every year as the deadline approaches.

"Gratitude turns what we do have into enough."
~Unknown