

## MONTH OF DECEMBER 2018 REPORT

**DEPARTMENT: INSTRUCTIONAL DEPARTMENT**

**DATE: JAN. 8, 2019**

<b>DATE</b>	<b>UPDATES/EVENTS</b>	<b>DESCRIPTIONS</b>
December 3rd	The walkway from the Business Office to the Student Counseling Room was Completed	❖ The AFT students, with the support and assistance from their instructor took the initiation to improve the walkway extending from the Business Office to the Student Counseling Room. They removed old CHBs and replaced with new ones and also improved the existing drainage.
December 11 <sup>th</sup> , 12 <sup>th</sup> , & 13 <sup>th</sup>	Final Examinations for KC set for the dates specified	❖ Final examinations for KC took place on 11 <sup>th</sup> , 12 <sup>th</sup> , and 13 <sup>th</sup> . The final grades were turned in on the 14 <sup>th</sup> . The KC-IC signed the grade rosters and turned over to OARR.
December 11th	ICs Regular Meeting	❖ The last ICs meeting for 2018 was implemented on Dec. 11 <sup>th</sup> . Some important items of the agenda were focused on course syllabi and lead writers for instructional programs.
December 14th	KC Christmas	❖ Students, faculty, and staff at KC enjoyed their Christmas celebration on the 14 <sup>th</sup> of December. Thanks to the President, Dr. Daisy for taking care of the food expenses.
December 15 <sup>th</sup> -Jan. 4th	Christmas & New Year Break	❖ No Instructions
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