

## Academic Division *HIGHLIGHTS* for the Week

Name	Room No.	Dates of Room Use	Responsible Person(s)
Dean's Office	<b>Jefferson West</b> (USED also for the Faculty Office)	July 26 to August 3, 2019	Charles Reese
Faculty Office	<b>Jefferson West</b>	July 27 to August 3, 2019	Lessie Rodriguez & Herbert Jones, DMA
Class Registration	<b>Lower Level Lobby</b>	July 27 to July 31, 2019	Erma McCann
Library	<b>Tenleytown West</b>		Alvin Burks, MSL (Certified Librarian)
<b>Bookstore</b> 7:30 a.m. – Noon	<b>Outside of Library</b> <b>Tenleytown West</b>	July 29 to August 1, 2019	Denise Hairston, Director
<b>*Faculty Meeting</b>	<b>Cabinet Room</b>	<b>Sunday, July 28, 2019</b> <b>Room Name</b> <b>7:00 p.m.</b>	<b>Charles Reese</b>
<b>The "Dr. Albert Lemons &amp; Mrs. Pearl Juanita Scruggs FACULTY BANQUET"</b>	<b>Outside of hotel</b> <b>Event</b>	<b>Tuesday,</b> <b>July 30, 2019</b>	<b>Joyce Drayton, Coordinator</b> <b>Herbert Jones, DMA</b> <b>Lessie Rodriguez</b>
<b>Held at:</b> <b>REID TEMPLE AME CHURCH</b> <b>11400 Glen Dale Blvd</b> <b>Glen Dale, MD 20769</b>			
<b>*New Faculty &amp; Staff Orientation</b>	<b>Faculty Office</b> <b>Jefferson West</b>	<b>Sunday,</b> <b>July 28, 2019</b> <b>6:00 p.m.</b>	<b>Herbert Jones, DMA</b>
<b>Communion/Consecration</b> (Colors: white accented with red) <b>Faculty &amp; Staff should be robed in white or black attire if you don't have a robe see Faculty Instructions.</b>	<b>Ballroom</b>	<b>Sunday,</b> <b>July 28, 2018; 10:30 a.m.</b> <b>Assemble at 10:00 a.m.</b> <b>(Assemble in the lobby of the Ballroom.)</b>	<b>Convention Administration</b> <b>Convocation: Eugene Morgan &amp; Rev. Dan Larkin</b>
<b>Part I – Faculty Checkout</b>	<b>Faculty Office</b> <b>Jefferson West</b>	<b>Thursday,</b> <b>August 1, 2019</b> <b>1:00 p.m.</b>	<b>Lessie Rodriguez – In Charge</b> <b>Herbert Jones, DMA – In Charge</b>  <b>Albert Lemons, EdD</b> <b>Emory Andrews, DMA</b> <b>Rev. Dan Larkin</b> <b>Clark Joseph, DMin</b>

**Academic Division *HIGHLIGHTS* for the Week cont'd:**

<b>Name</b>	<b>Room No.</b>	<b>Date(s) of Room Use</b>	<b>Responsible Person(s)</b>
Academic Convocation/ Thurston G. Frazier Chorale Concert & Robert Fryson Chorale Concert MANDATORY FORMATION	Columbia	August 2, 2019 Line up at 8:30 a.m.	Eugene Morgan, Sharon Ingram, Dan Larkin, Albert Lemons, EdD
Part II – Faculty Check-out	Jefferson West	Friday, August 2, 2019 1:00 p.m.	Lessie Rodriguez, & Office Staff Herbert Jones, DMA Albert Lemons, EdD Emory Andrews, DMA Rev. Dan Larkin Clark Joseph, DMin

