



Adjunct Faculty Resource Manual

Last Revised January 23, 2023

Table of Contents

About Jackson College	3
Expectations of Adjunct Faculty	4
Our People	5
Jackson College Locations and Center Administrators.....	6
Coordinators on Central Campus	7
Instruction	8
Technology Services	9
Adjunct Workspaces	10
Reporting Attendance for Hybrid, Face-to-Face, and Synchronous Learning Sections in JetStream	11
Reporting Attendance for Fully Asynchronous Online Sections in Canvas	12
Drop Out Detective.....	13
Course Syllabi.....	14
College Closings	14
Absence Policy	15
Guided Pathways.....	16
General Education Outcomes.....	17
Center for Student Success.....	18
Writing Fellows	19
Jackson College Library.....	20
Professional Development	21
Adjunct Certification Process	22
Jackson College Health Clinic – Central Campus	26
Jackson College Dental Clinic – Central Campus	27
Jackson College Oasis Center – Central Campus	28
Hunger Free Campus	28
Food Service Options on Central Campus	29

About Jackson College

Welcome to Jackson College! It is our honor to welcome you as a member of the adjunct faculty. Our institution is committed to student success, teaching excellence, and professional development of all faculty as we pursue our collective goal of meeting the diverse needs of our students. To ensure a smooth transition into adjunct life at JC, the college has created this handbook to explain policies, procedures, and resources to support your development as an exceptional instructor. We appreciate your commitment to excellence both inside and outside the classroom.

Mission Statement: *Together, we inspire and transform lives.*

Vision Statement: *Jackson College is a world class institution of higher learning where learners succeed and community needs are met.*

Statement of Beliefs: *As employees of Jackson College, an innovative institution totally committed to student success (TCS²), we believe:*

- The success of our students is always our first priority
- We must perform our jobs admirably, giving our best service and support every day, for everyone
- Teamwork is founded upon people bringing different gifts and perspectives
- We provide educational opportunities for those who might otherwise not have them
- In providing employees with a safe and fulfilling work environment, as well as an opportunity to grow and learn
- Our progress must be validated by setting goals and measuring our achievements
- We must make decisions that are best for the institution as a whole
- Building and maintaining trusting relationships with each other is essential
- Competence and innovation are essential means of sustaining our values in a competitive marketplace
- We make a positive difference in the lives of our students, our employees, and our communities
- In the principles of integrity, opportunity and fairness
- We must prepare our students to be successful in a global environment
- Our work matters



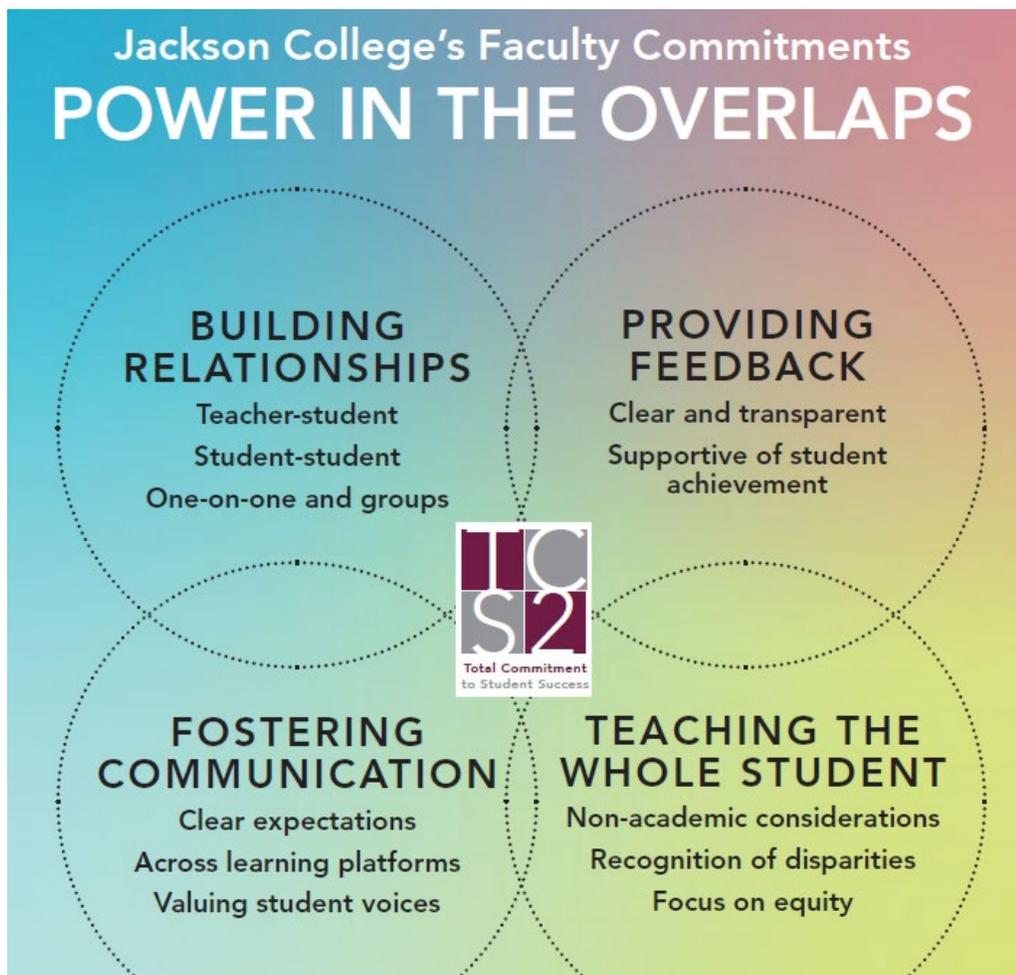
Read more about our mission, vision, values and beliefs at <https://www.jccmi.edu/office-of-the-president/mission-documents/>.

Expectations of Adjunct Faculty

As an adjunct faculty member, you are critical to the success of our students and the college overall. All faculty at Jackson College, including adjuncts, are expected to accomplish the following:

- Teach with passion, competence, and integrity
- Create an interactive and engaging learning environment
- Develop a multicultural perspective of learning
- Get to know their students, including by taking attendance each class session to show students that attendance is important and supports their success
- Hold each class session for the full amount of time allotted
- Ask for help when needed
- Develop well-organized lesson plans

The following Faculty Commitments were developed by Jackson College faculty in Fall 2018. Thank you for your Total Commitment to Student Success (TCS²).



Our People

Institutional Leadership

- Dr. Daniel J. Phelan – President & CEO
- Cynthia Allen – Chief Legal, Talent, Equity & Administrative Officer
- Jason Valente – Chief Campus Operations Officer
- John Globoker- Chief Financial Officer
- Jeremy Frew – Chief Academic & Student Services Officer
- Kelly Crum- Chief Diversity Officer/Director, Diversity, Equity, And Belonging
- Todd Butler- Dean of Humanities and the Sciences
- Julie Hand- Chief Advancement officer
- Doug Yenor- Chief Information Officer

Academic Administrators

- Jeremy Frew – Chief Academic & Student Services Officer
- Heather Ruttkofsky- Dean of Health Professions, Professional Trades/Computer
- Todd Butler– Dean of Humanities and the Sciences
- Jamie Vandenburg – Assistant Dean of Instruction
- Ashley Van Heest – Executive Director of Student Success and Retention
- Brian Newberry – Director of Jackson College Virtual
- Clarinda Flannery – Pathway Chair of Foundation Studies
- Erin Mazur – Pathway Co-Chair Health Sciences – Nursing
- Eddie Burkhead – Pathway Co-Chair of Professional Trades- Tech Trades
- Clevester Moten – Pathway Co-Chair Professional Trades- Computer Science
- Kristi Laird – Pathway Co-Chair of STEM – Math/Engineering
- Jenna Pruette – Pathway Co-Chair of STEM- Science and Agriculture
- Jacklyn Burkhard – Pathway Chair of Human Services
- Kristin Stockbridge– Pathway Co-Chair of Health Sciences – Allied Health
- Dan Bickel– Pathway Chair of Liberal Arts

Student Service Administrators

- Jeremy Frew – Chief Academic & Student Services Officer
- Monica Bouman – Associate Dean, Student Services
- Zakary McNitt – Registrar
- Lynn Wood – Director of Correctional Education Program (CEP)
- Andrew Spohn – Director of Financial Aid
- Janel Elenbaas- Director, Student Success Services, Disability and Inclusion Officer
- Tyrone Green- TRiO Project director
- Victoria Snyder- Student Resolution Advocate
- Antoine Breedlove – Director of Multicultural Affairs
- Stephanie Waffle-Stephenson – Director of Admissions & New Student Engagement

Jackson College Locations and Center Administrators

Central Campus

2111 Emmons Road
Jackson, MI 49201
Phone: 517.787.0800

- More info on next page

JC@LISD Campus (Adrian/Lenawee)

1376 N. Main Street
Adrian, MI 49221
Phone: 517.265.5515

- **Marianne Finch** - Center Coordinator, JC@LISD-TECH (finchmariannk@jccmi.edu)

JC LeTarte Center (Hillsdale)

3120 W. Carleton Rd.
Hillsdale, MI 49242
Phone: 517.437.3343

- **Amanda Janes** - Center Coordinator, Clyde LeTarte Center, Hillsdale (janesamandam@jccmi.edu)

Correctional Education Program

Jackson College partners with the Michigan Department of Corrections (MDOC) to deliver JC courses in several MDOC facilities across the state. We also offer JC courses at the Federal Correctional Institution in Milan, Michigan. You can contact with CEP by e-mailing CEP@jccmi.edu

- Lynn Wood – Director, Correctional Education Program
- Nicole Cossum-Ready– CEP Student Support Specialist
- Christina Enrici - CEP Student Support Specialist

Coordinators on Central Campus

The Building Information Coordinators are an adjunct's best resource on Central Campus. If you need help accessing classrooms; securing classroom supplies; using instructional technology, copy machines, or adjunct mailboxes; or notifying students of a class cancellation, please contact the appropriate Coordinator.

Karen Hocter

Dean's Coordinator

Remote

517.796.8627

hocterkarenm@jccmi.edu

Alexandria Lamb

Instructional and Adjunct Coordinator

248A Bert Walker Hall (BW)

517.796.8285

lambalexands@jccmi.edu

Jessica Hagerty-Interim

Allied Health/Building Coordinator

100 Health Laboratory Center (HLC)

517.796.8564

Mary Geer

Academic Support

128 James McDivitt Hall

517-796-8450

greermary@jccmi.edu

Instruction

Another great resource for adjuncts is the Coordinator of Instruction. The Coordinator is your point-person for anything related to adjunct faculty policies, certification, and professional development.

Alexandria Lamb

Email: lambalexands@jccmi.edu

Phone: 517-796-8582

Office: 248 Bert Walker Hall

Center for Innovation

Also known as “The Sandbox,” the Center for Innovation is a place where faculty and staff can go to learn, connect, collaborate, and innovate—always with the focus on supporting student success. It is located in Bert Walker Hall, room 238.

The Sandbox supports instructional innovation and fosters faculty and staff communities that strengthen Jackson College’s “Total Commitment to Student Success.”

Please e-mail Karen Hocter or Alexandria Lamb to reserve this space.

Center for Innovation Staff

Brian Newberry, Ph.D.

Director, Jackson College Virtual

newberrbrianm@jccmi.edu

517.990.1368

246 Bert Walker Hall

Sonja Howell, Ph.D.

Instructional Materials Developer

Howellsonjal@jccmi.edu

517.796.8520

249 Bert Walker Hall

Technology Services

Solution Center

- Jackson College's Solution Center is located in Room 203 in William Atkinson Hall (where the library is located).
 - The staff assists with computer login, setting passwords, and other technological issues for network computers.
- Contact the JC Solution Center at jcsolutioncenter@jccmi.edu or 517.796.8639.
 - The Solution Center also provides walk-in assistance.
 - Please check your Jackson College email often as this is the Solution Center's primary means of notifying you of any updates or interruptions in the system.

Canvas/Canvas Resources

- Canvas and Canvas are Jackson College's learning management system.
 - All instructors have access to a Canvas or Canvas shell for their courses at the beginning of every semester and are urged to utilize the versatile tools for posting course syllabi, schedules, assignments, and grades.
- For training or assistance in Canvas/Canvas, please contact **Brian Newberry**, Director, Jackson college Virtual at **517.990.1368** or newberrbrianw@jccmi.edu or **Sonja Howell** Instructional Materials Developer at HowellSonjaL@jccmi.edu or **517.796.8520**.
- To support our students' interest in monitoring their academic progress, **all** JC faculty are requested to regularly post their grades on Canvas/Canvas.

Printing/Copying Services

- Large printing jobs for your courses, such as printing syllabi or exams, are handled by the **Copy Center** located in the Campus Services building located in the northeast corner of Central Campus.
- The Copy Center is not manned on a regular basis. Please e-mail CopyCenter@jccmi.edu within 3-5 days before needing them completed.
 - When e-mailing a job, please add the due date, class (HPF 101.H50), instructor information, if you need them stapled or not, binder holes punched or any other special request.
- CEP is highly encouraged to utilize the copy center for packets that will be needed.

Adjunct Workspaces

Adjuncts have access to workspaces in the following buildings on Central Campus: Justin Whiting Hall, McDivitt Hall, and Bert Walker Hall. Each workspace provides access to computers, phones, and copying machines.

Justin Whiting (JW) Hall

- Adjunct Workspace - Room 238
- Copy Machine - Room 243

James McDivitt (JM) Hall

- Adjunct Workspace - Room 150A
- Copy Machine - Room 121

Bert Walker (BW) Hall

- Adjunct Workspace - By Room 248
- Copy Machine - Next to Center for Innovation, Room 238

JC at LISD Tech and LeTarte Center both provide an adjunct lounge with access to a phone, copy machine, refrigerator, microwave, and computers.

Reporting Attendance for Hybrid, Face-to-Face, and Synchronous Learning Sections in JetStream

1. **Take attendance** each class session and, for fully online classes, please regularly monitor the academic activity of each student.
 - For face-to-face and hybrid classes, enter attendance details **within 48 hours** of each class period via JetStream.
2. Indicate if a student **“Never Attended”** by the *census* date using **JetStream**.
 - You must submit **“Never Attended”** for any student who is on your roster but never attended (or for online classes, for any student who has never logged in and/or actively engaged in the class) and this must be submitted prior to the *census* date.
 - Submitting **“Never Attended”** for a student drops them from your class.
 - In JetStream, enter this info on the *Grading* tab then clicking on the *Final Grade* link.
3. Indicate **“Last Date of Attendance”** using **JetStream**.
 - After the *census* date, if a student has not engaged in academic activity over a two-week timeframe, input their **Last Date of Attendance**. Submitting this information in a timely manner is critically important, so that we comply with federal financial aid guidelines.
 - Submitting a **“Last Date of Attendance”** for a student drops them from your class.
 - In JetStream, enter this info on the *Grading* tab then clicking on the *Final Grade* link.
4. Submit Drop Out Detective Alerts for students who are struggling academically and could use extra support.

Visit www.jccmi.edu/jetstreamfaculty for more info, including training and tutorials on JetStream.

If you are unable to log into JetStream, please contact the Solution Center at 517-796-8639.

Please remember that for Federal reporting requirements for any student who has stopped attending class, we must mark the last date of attendance for the student or “never attended” for the student.

Reporting Attendance for Fully Asynchronous Online Sections in Canvas

1. You will take attendance by Thursday of each week in JetStream.
2. If a student “Never Attended” by the *census* date above using JetStream
 - a. You must submit “Never Attended” for any student who is on your roster but never attended (or for online classes, for any student who has never logged in and actively engaged in the class) and this must be submitted prior to the census date above.
 - b. Submitting “Never Attended” for a student drops them from your class.
 - c. In JetStream, enter this info on the Grading tab then clicking on Final Grade link.
3. Indicate “Last Date of Attendance” using JetStream.
 - a. After the census date above, if a student *has not* engaged in academic activity over a two week timeframe, input their Last Date of Attendance. Submitting this information in a timely manner is critically important, so that we comply with federal financial aid guidelines.
 - b. Submitting a “Last Date of Attendance” for a student drops them from your class.
 - c. In JetStream, enter this info on the *Grading* tab then clicking on *Final Grade* link.
4. Submit Drop Out Detective Alerts for students who are struggling academically and could use extra support.

Visit www.jccmi.edu/jetstreamfaculty for more info, including training and tutorials on JetStream.

If you are unable to log into JetStream, please contact the Solution Center at 517-796-8639.\

Please remember that for Federal reporting requirements for any student who has stopped attending class, we must mark the last date of attendance for the student or “never attended” for the student.

Drop Out Detective

Drop Out Detective (DOD) is a great way for the college to intervene in real time to help our students that are struggling academically. DOD allows instructors to submit detailed notes on specific student behaviors, so Student Success Navigators know how to follow up with each student effectively. This supports our Total Commitment to Student Success.

How do I activate a DOD alert for a student?

1. You will log into your Canvas Course
2. Go to 'Drop Out Detective' on the lefthand side.
3. Find the At-Risk Student and click their name.
4. Go to 'Notes' and type the information that you want to share.
5. Check the 'Activate Alert' box
6. Click 'Save'

I submitted a DOD alert, what happens next?

- When you submit an alert, the student's 'allies' will be notified. They will outreach to the student. After they do that, they will 'acknowledge' that alert and you will receive an automated e-mail.
 - A standard ally for all students is their Navigator but if the students are part of other organizations/groups on campus, you will see more than just the Navigator of the student.

Who can I contact with additional questions about Retention Alert?

- If you have additional questions about Drop Out Detective, please contact Tom Largent at tlargent@jccmi.edu, Jamie Vandenburg at jvandenburg@jccmi.edu, or Janel Elenbaas at jelenbaas@jccmi.edu.

Course Syllabi

All JC faculty are required to submit an electronic copy of each course syllabus to the Academic Dean's office via the Canvas Syllabi page by the end of the first week of classes. Syllabi information can be found on the Adjunct Resources webpage [Employee Central > Faculty > Training and Tutorials](#)

Please note that the course syllabi should include the following:

- Course title and number
- Course meeting location and time or instructional method
- Course instructor and contact information
- Required materials for the course (i.e. text and/or supplies)
- Course objectives
- Assignments and due dates
- Grading scale
- Expectations (i.e. student behavior, written work format, etc.)
- Late assignment policy
- Course Calendar
- General Education Outcome(s) met by the course

College Closings

If the college is closing due to inclement weather or other reasons, this information is transmitted through the following means:

- Announcements on local radio and TV stations
- Nixle (you may register at www.nixle.com)
- JC website alert and banner
- Phone messages on the JC switchboard announcing closing

More information is available at: <https://www.jccmi.edu/about/weather-closings-cancellations>

Instructors are not expected to make up missed class time due to college closing.

Absence Policy

It is vital that you inform the college if you cancel a class session. Failure to notify JC of your absence is grounds for dismissal with ineligibility for rehire.

If you are unable to attend a class, you must contact the following individuals ***as soon as possible***:

1. Your appropriate Center Administrator or Building Information Coordinator ***by emailing the following***: JCFacultyAbsence@jccmi.edu
 - This is a group email that includes all Academic and Center Coordinators. They can assist with informing your students of the class cancellation and will post a sign on the room notifying everyone that class has been cancelled.
2. Your students
 - You are encouraged to email your students and post a message on your Canvas/Canvas page about the cancellation.
3. Your department chair and lead faculty member (if different from your department chair).
 - You can choose “cc” them on the email to JCFacultyAbsence@jccmi.edu. The Academic and Center Coordinators will also keep department chairs/lead faculty aware of absences.

If you know beforehand that you will be absent, please attempt to find a substitute. Contact your lead faculty and/or department chair about qualified substitutes.

NOTE: Each adjunct is permitted one class period absence with pay each semester. For example, if you have two classes in one day but are absent the entire day, you are only paid for one class. The instructor will not receive pay for any absences beyond the one permitted class absence.

Please complete and submit an Adjunct Absence Form to your respective department chair for each absence. The form can be found in the appendix of this document and under the “Forms” tab of the Adjunct Resources page on the JC webpage at <https://www.jccmi.edu/faculty-resources/>

Instructions on how to complete the form can also be found on the Adjunct Resources page at <https://www.jccmi.edu/wp-content/uploads/AdjunctAbsenceInstructions09.pdf>

Guided Pathways

Jackson College is one of the leading community colleges in the country that has embraced the *guided pathways* model of creating very structured and coherent program maps that align with students' goals for careers and further education. The guided pathway approach ultimately supports student success by helping students complete programs and earn credentials faster.

A pathway is a broad content area that students choose as they begin college. Programs of study at Jackson College are organized into six career pathways:

- Business and Computer Technology
- Health Sciences
- Human Services
- Liberal Arts
- Science, Technology, Engineering, and Mathematics (STEM)
- Skilled Trades and Agriculture

Guided by program maps that provide a recommended sequence of courses for each program of study, students meet with their assigned **Student Success Navigators** to build their education plan spanning all semesters through to their graduation. Students meet with their navigators several times a semester to check on progress and make adjustments to their educational plan as necessary.

In addition, all JC students enroll in **Seminar 140, Seminar in Life Pathways**, their first semester at JC. (Exceptions include dual-enrolled high school students and guest students who wish only to take few select classes.) Based on the *On Course* student success and retention frameworks, students will learn about, develop, and apply principles and characteristics that are necessary for success in education, careers, and life. Through the Life Map Project, students will understand the rigor and requirements of their identified career pathway, set completion goals (skill set, concentration, certificate, degree and/or transfer), and create a student education plan.

General Education Outcomes

Jackson College has identified seven **General Education Outcomes** (GEOs) as necessary skill areas students should possess when completing general education requirements at JC. Rubrics have been developed by each department to assess how each course meets its respective GEO in relation to the new Guided Pathways map required of each student. Adjuncts are provided GEO information and assessment rubrics course by lead faculty or department chairs.

- GEO 1: Write clearly, concisely and intelligibly.
- GEO 2: recognize the importance of equity and inclusion in a diverse society
- GEO 3: Demonstrate computational skills and mathematical reasoning.
- GEO 4: Demonstrate scientific reasoning.
- GEO 5: Understand human behavior and social systems and the principles which govern them.
- GEO 6: Understand aesthetic experience and artistic creativity.

In conjunction with these GEOs, the College also has identified three **Essential Competencies** (ECs) that span across all six pathway areas:

- EC 1: Think critically and act responsibly.
- EC 2: Work productively with others, recognizing individual contributions to group success.
- EC 3: Exhibit technological literacy.

For more information, visit JC's Student Assessment page at [Employee Central > Faculty > Assessment](#)

Center for Student Success

The Center for Student Success (CSS) is located in Bert Walker Hall on the 1st floor or online at <https://www.jccmi.edu/center-forstudent-success/> and offers free support services to all Jackson College students. At an instructor's request, a CSS staff member is available to do a virtual or regular class visit and give a 15-minute introductory presentation. You can e-mail them at JCCSS@jccmi.edu or call 517-796-8415.

Tutoring

CSS is staffed with trained peer tutors and professional writing tutors that are available to help on a drop-in basis anytime the Center is open. These resources are also available to help by e-mailing JCCSS@jccmi.edu or calling 517-796-8415. If a tutor is not currently available for a particular class, a request can be made, and the CSS will do their best to meet the need. Other services include the following:

- Help with classes at all levels, developmental through honors classes
- Guidance with writing papers, including brainstorming, organization, sentence level development, proofreading, and proper use of Modern Language Association (MLA) and American Psychological Association (APA) formats
- Assistance with understanding assignments
- Preparation for course placement, tests, and quizzes
- Effective note-taking
- Development of test-taking skills
- Management of test anxiety
- Textbook reading strategies
- Supplemental Instruction (SI) leaders in designated math classes

Supplemental Instruction Leaders

Supplemental Instruction (SI) is a learning enhancement program. SI Leaders are students who serve as peer coaches in math and science courses in which they have been previously successful. In addition to in-class assistance, SI Leaders facilitate sessions that meet outside of class at various times and locations each week.

The SI Session schedule can be found on the CSS web page at <https://www.jccmi.edu/center-forstudent-success/>. You may also contact Supplemental Support Specialist, Center for Student Success, Terry Anderson at andersoterrencp@jccm.edu or by calling 734-224-4184

Accommodations for Students with Disabilities

If a student has a documented learning disability, visual or hearing impairment, psychiatric issue, or other physical or psychological challenges that interferes with learning, CSS can arrange accommodations for each of the student's classes in compliance with the Americans with Disabilities Act. Based on the student's particular needs, accommodations may include, but are not limited to:

- Extended testing time
- Quiet testing location
- Assistive technology
- Note takers
- Alternative text formats
- Sign language interpreter

It is the student's responsibility to self-disclose a disability. Once documentation has been provided, CSS can arrange accommodations with instructors each semester. For more information, please contact Janel Elenbaas Director, Student Success Services, Disability and Inclusion Officer at elenbaajanel@jccmi.edu.

Testing Lab

Located in the CSS in room 121 in Bert Walker Hall, the Testing Lab provides a monitored testing environment for students to complete placement tests and course exams. Students must sign in and show a valid state-issued photo ID. There is also a virtual testing lab option. To request the use of the Testing Lab, please visit <https://www.jccmi.edu/testing-lab/> and click on the Faculty Info tab.

- For general information about the Testing Lab, contact Ariel Maturine at 517.796.8578.
- For any special needs accommodations, contact Sandy DiCesare at 517.796.8411.

Referrals and connections to community resources

Finances, work, family and personal relationships on top of school assignments and grades can become overwhelming. This is true for many college students and can lead to anxiety, depression, substance abuse, and risk-taking behavior. Ignoring problems can make them worse. CSS staff will help make referrals to resources on campus and in the community for mental health counseling and other needs.

If you have a concern about a student's mental health or emotional wellbeing, please notify an administrator immediately.

Writing Fellows

Students who need writing help from peers can receive tutoring through the Writing Fellows program either by appointment or email. Writing Fellows provide supplemental assistance with writing assignments.

More information can be found online at <https://www.jccmi.edu/english/writing-fellows/>.

Writing Fellows Director:

Diana Agy, Maher Endowed Chair for Regional History and English professor

agydianam@jccmi.edu

517.768.7006

Jackson College Library

The JC library has many resources for you and your students, starting with access to more than 100 academic databases containing thousands of full-text journal articles, as well as 300,000+ e-books. When on JC's Central Campus, students may reserve library breakout rooms for group study, along with items such as laptops, graphing calculators, and anatomy models for use in the library.

A range of virtual library services support your students in their academic endeavors...

- Online Resource Guides. Examples are:
 - o Research Process Step-by-Step: <https://libguides.jccmi.edu/researchprocess>
 - o Citing Sources: <https://libguides.jccmi.edu/citingsources>
 - o Writing Assistance: <https://libguides.jccmi.edu/writing>
- Tutorials that provide students with hands-on learning: <https://libguides.jccmi.edu/tutorials>
- One-on-one virtual appointments with a librarian: <https://jccmi.libcal.com/appointments/online>
- 24/7 librarian chat: <https://www.jccmi.edu/library/chat-app/>

...as well as adjunct instructor resources to bolster your teaching efforts

- Online Resource Guides such as:
 - o Adjunct Resources Guide: <https://libguides.jccmi.edu/facultyresources/adjunct>
 - o Tools for Online Instruction: <https://libguides.jccmi.edu/facultyresources/instruction>
 - o Professional Development Readings: <https://libguides.jccmi.edu/facultyresources/readings>
- A librarian visit to your class for library instruction:
<https://libguides.jccmi.edu/facultyresources/instruction>
- CEP instructor resources for library research: <https://libguides.jccmi.edu/jccep>
- OER: <https://libguides.jccmi.edu/oer> Contact Jen Fiero to help you add Open Educational Resources to your curriculum at fierojennifer@jccmi.edu

All of the library's services and resources may be found at <https://www.jccmi.edu/library/>

Professional Development

Jackson College is committed to supporting adjunct faculty professional development by offering the following:

- Adjunct Learning Nights and Mornings: Devoted to professional development geared just for adjunct faculty. ALN usually falls on a weekday night and ALM usually falls on a Saturday before the start of the Fall and Winter semesters.
- Workshops held by individual departments to provide important training for adjunct Faculty
- Faculty development workshops offered throughout the year at the various JC sites as well as online
- Faculty Learning Days: Multiple days of faculty development for all faculty and especially geared for full-time faculty. FLD takes place just before the start of the Fall and Winter semesters.
- Convocation (professional development day for all employees) offered each semester

Financial Support for Adjunct Professional Development

Adjuncts are paid at a rate of \$17.50 per hour for participation in internal professional development opportunities to become or maintain the status of Master Adjunct up to 20 hours a year.

Adjunct Certification Process

The adjunct certification process at Jackson College is a program designed to support and provide professional development opportunities for adjunct faculty.

*Please note that this certification process is *voluntary*. Individuals not wishing to advance to master level certification are not required to participate in this process.

*Also note that an instructor's level is not associated with his/her academic credentials. An instructor's level is based on his/her fulfillment of the certification requirements, as explained below.

You can enroll in the [Certification course in Canvas](#) for more information.

Goals of Certification Process

The overarching goal of the process is *student success by means of faculty success*. The process has been designed to advance and support the following:

- Positive faculty/student relationships
- Positive faculty/faculty relationships
- Achievement of faculty, department, college goals
- Faculty reflection on their instruction

When the above is achieved, it should have a positive impact on JC student retention and student success rates in general.

Benefits of Pursuing Master Adjunct Status

There are several benefits that come with pursuing and achieving Master Adjunct status:

- Progressing to Master Adjunct status will result in an increase in pay. Master Adjuncts typically earn an additional \$7 per hour compared to Adjuncts.
- Master Adjuncts also are eligible to earn tuition credit that can be used by them, a dependent, or their spouse to cover the cost of tuition for courses taken at Jackson College.
- The activities involved in pursuing Master Adjunct status are designed to improve instructional skills, facilitate faculty-faculty interactions, advance the achievement of professional goals, and support faculty identity development and professional development.

Adjunct Level Steps to Advance to Master Level Certification

Step One: ENROLL IN CERTIFICATION PROCESS

Enroll yourself in Jackson College's Adjunct Certification Process Canvas site to start your certification and professional development journey.

Visit the **Master Adjunct Certification Course** in Canvas to enroll.

Step Two: DETERMINE PROFESSIONAL DEVELOPMENT GOALS

Determine 2-3 professional development goals for yourself. What do you want to focus on and work on to enhance your instruction? Be sure to enter goals via Canvas site as well.

Step Three: BUILD PROFESSIONAL DEVELOPMENT PLAN

Determine your professional development plan based on framework below. All current internal professional development offerings are listed at **Employee Central > Faculty > Professional Development**. Visit Canvas site to enter your plan and revise as needed throughout your journey.

Teaching & Learning

Student success by means of faculty success starts with honing our craft—teaching and learning. Learning, sharing, and practicing effective instructional skills, techniques, and strategies in the classroom or clinical setting should continue to be a centerpiece of the certification process.

- Participate in professional development activity that focuses on pedagogy and teaching/learning. Examples include active reading workshops, online instructor certification, and other workshops listed at <https://intranet.1.jccmi.edu/departments/faculty/faculty-professional-development>.

Students & Student Engagement

Research has shown that student/faculty interactions and relationships have more impact on student success than any other aspect of schooling. This category of professional development is focused on understanding our students and their diverse backgrounds and motivations, and how best to teach, motivate, and encourage their success.

- Participate in professional development activity that focuses on diversity and inclusion.
- Engage in other professional development related to understanding, connecting with, encouraging, and motivating students, such as OnCourse training.

Faculty Engagement

Collegial relationships and faculty-faculty interactions are also key to supporting faculty goals and faculty success. This category of professional development is focused on building, nurturing, and maintaining positive collegial relationships within departments and also across the college.

- Participate in two sets of reciprocal observations, at least one with your lead faculty in discipline you teach, whereby you observe a colleague twice and a colleague observes you twice. (required)
 - Plan to connect before the observation to discuss what areas of focus and feedback would be most beneficial and plan to debrief after the observation to reflect and

- discuss how things went. (A classroom observations guide is available on the Adjunct Resources page as well as in the Appendix of this document.)
- If you teach online, online observations are also possible. Connect with your lead faculty or the Director of Instructional Innovation for more details.

Technology of Teaching and Learning

We are committed to preparing our students to be technologically literate and good digital citizens and, therefore, should also be committed to supporting our faculty to be the same. This category involves professional development to learn and practice technological tools to support faculty goals and student success.

- Complete the [Canvas Basics course](#).
- Participate in another workshop specific to instructional technology, such as Canvas Studio. Visit [Canvas Training Repository](#) for list of available internal workshops.

College & Community Engagement

The more faculty members are engaged at JC and in the community, the more knowledgeable and equipped they will be to connect with and encourage their students, both inside and outside the classroom.

- Participate in New Adjunct Orientation (required)
- Engage in other college and community events, such as convocations, committee work, Learning Day college announcement sessions, attending JC athletic events, helping with student recruitment, etc.

Step Four: REFLECT ON PROFESSIONAL DEVELOPMENT

As you work through your professional development plan, make sure to report and reflect on the professional development you engage in soon after you engage in it via the [Adjunct Certification Process Canvas site](#). To receive certification credit, 2-3 main takeaways must be shared via the Canvas site for each professional development activity in which you participate.

Maintaining Master Level Certification

Once achieving Master Adjunct certification, Master Adjuncts have even more flexibility to tailor their own professional development plan in consultation with their mentor and/or other faculty colleagues. All items are reported in the Canvas course for the current recertification period. Individualized professional development plans should consist of the following:

1. **Reflect on Student Feedback Survey rates and responses:** Each adjunct in consultation with their mentor should determine the desired response rate of students completing the Student Feedback Survey for each course. The adjunct will review the student feedback survey responses with their mentor(s) and/or designated representative(s) and use this information to develop new professional development plans.
2. **Determine Professional Development Goals:** Determine 2-3 professional development goals for yourself. What do you want to focus on and work on to enhance your instruction? Be sure to enter goals via Canvas site as well.

3. **Five hours of Jackson College related professional development.** These five hours are to be completed every odd year and be met by a combination of Faculty Learning Day, Adjunct Learning Day, other JC-sponsored professional development sessions, and other internal workshops topics. Visit Employee Central -> Faculty -> Professional Development for listing of current offerings and previous recordings.
4. **Ten Hours of additional professional development:** These ten hours are to be completed every odd year and be met by a combination of Faculty Learning Day, Adjunct Learning Day, other JC-sponsored professional development sessions, and other internal workshops topics and/or external professional conferences, seminars, or workshops. In the spirit of true professional development and growth, Adjuncts and Master Adjuncts are encouraged to participate in a variety of sessions and not be limited to similar ones already completed in the past. Visit Employee Central -> Faculty -> Professional Development for listing of current offerings.
5. **At least one set of reciprocal classroom observations:** Every odd year, each adjunct should participate in a reciprocal observation, whereby they observe a colleague, and a colleague observes them. After each of observation, faculty should engage in a discussion about what worked well, what could have worked better, and areas of instruction and faculty development to focus on going forward. Please do your best to complete with somebody outside of your subject area.

It is important to note that adjuncts with Master Level status who do not complete all items above within the 2-year cycle will be returned to Adjunct status and lose Master Adjunct benefits. They will have six months to complete any remaining items of their Master Adjunct professional development plan in order to move back up to Master status. If they do not complete remaining items in six months, they will remain at Adjunct status and must repeat any Adjunct level certification requirements that were completed more than three years ago. (The only exception is that they do not need to attend another New Adjunct Faculty Orientation.)

Certification and Recertification Process - Timelines

- To move to Master Adjunct in a future semester, all requirements must be documented by 6-weeks prior to the next semester.
- All Master Adjuncts who moved to Master Status between 2021 and June 2023 must complete all requirements by June 15, 2023.

Jackson College Health Clinic – Central Campus

Whiting Hall Room 111
2111 Emmons Road
Jackson, MI 49201

Phone: 517.990.1374

Fax: 517.990.1375

Jackson College has partnered with Henry Ford/Allegiance Health to offer JC students and employees medical care evaluation and treatment from the clinic's caring staff. A licensed nurse practitioner and technical staff are available to see patients, make diagnosis and assessment, prescribe medications, or make referrals. JC nursing and allied health students also assist as part of their education.

Insurance

Use of the clinic is available to all current employees and students at minimal cost. Lab work may be billed to insurance. The clinic can provide receipts that patients may submit to insurance companies for reimbursement.

Confidentiality

Clinic records are strictly confidential. We will not release any information unless given specific, written consent by the patient.

Services & Cost

Visits to the health clinic are available for acute care for current JC students and employees. Students must pay a \$5.00 charge and employees a \$10.00 charge in the form of cash, check or credit/debit card at the time of the visit. Consumables such as vaccinations, etc. above the normal supplies are extra. A current price list is available at the clinic. While the clinic cannot accept insurance, we can provide receipts that patients may submit to their insurance companies for reimbursement.

The clinic offers services similar to other medical clinics including:

- Health care for minor illness and injuries
- Physical exams
- Immunizations/flu vaccines
- Prescriptions
- Women's health services
- Pregnancy testing
- Blood pressure monitoring
- Information and referral assistance
- Mental health assessments and referrals

- Tuberculosis testing
- Glucose monitoring
- Urinalysis
- Sexually transmitted disease counseling, testing and referral
- Smoking cessation
- Eating disorders
- Health care for chronic illness
- Substance abuse assessment and referral

Visit <https://www.jccmi.edu/health-clinic/> for more information.

Jackson College Dental Clinic – Central Campus

Whiting Hall Room 104
2111 Emmons Road
Jackson, MI 49201

Phone: 517.990.1311

Community members may also utilize Jackson College's new Dental Hygiene Clinic, which offers dental hygiene services while helping students gain experience. The clinic allows dental hygiene students to complete practice hours required as part of their studies.

Insurance

Use of the clinic is available to all current employees and students at minimal cost. Lab work may be billed to insurance. The clinic can provide receipts that patients may submit to insurance companies for reimbursement.

Confidentiality

Clinic records are strictly confidential. We will not release any information unless given specific, written consent by the patient.

Services & Cost

Appointments will be available Monday afternoons starting at 1:30 p.m., or Wednesday mornings starting at 8:30 a.m. Working with students who are under supervision, please expect your appointment to be between 2 to 3.5 hours long. Cleanings will include oral exam, necessary x-rays, cleaning and fluoride treatment, and will cost \$10 for JC Employees, \$30 for adults, \$25 for senior citizens and children under 18. While the clinic cannot accept insurance, we can provide receipts that patients may submit to their insurance companies for reimbursement.

The clinic offers services similar to other medical clinics including:

Visit <https://www.jccmi.edu/dental-hygiene/dental-hygiene-dental-clinic/#jc-tabs-1-tab-0> for more information.

Jackson College Oasis Center – Central Campus

Whiting Hall Room 110
2111 Emmons Road
Jackson, MI 49201

Phone: 517.787.7920

Jackson College partners with Family Service and Children’s Aid (FSCA) to offer JC students and employees a wide range of behavioral health services. Licensed mental health and substance abuse clinicians, along with the Oasis Navigator, will be available to provide individualized support at the Oasis Center or assist the individual in obtaining services at FSCA main office located in downtown Jackson. The Oasis Navigator will connect students and employees with the appropriate community support to meet the individual’s needs. The navigator will also provide advocacy for the individual.

Confidentiality

Oasis Center records are strictly confidential and cannot be given to anyone except as required by the law. Behavioral health files are managed by FSCA and not part of the Jackson College record system. If you have concerns or questions related to confidentiality, please contact the Oasis Center directly and a staff member can answer your questions.

Services & Cost

A \$5 fee for students and a \$10 fee for employees is at the time of service.

Visit <https://www.jccmi.edu/the-oasis-center/> for more information.

Hunger Free Campus

In continued efforts to help all students be successful, the College is launching the Hunger-Free Campus initiative. This will provide hungry students food to eat and some basic necessities. Students who self-identify can receive emergency assistance coupons with non-cash value of \$10 to meet food, hygiene, or household needs. For more information visit the [Jackson College Hunger Free Campus webpage](#).



Food Service Options on Central Campus

Potter Center Cafeteria

Fall and Winter semester hours:

- **Monday – Friday:** 11 a.m. – 2 p.m. • 4:30 – 8 p.m.
- **Saturday and Sunday:** Closed

Please watch email announcements for spring/summer hours.

Located on the first floor of the Potter Center, the Robert Snyder Dining Commons serves a full menu of lunch options including hot food items, a chef and grill station, salad bar, ice cream, desserts and fountain beverages.

During mealtime hours, all students and employees will either need a swipe card, Jet Fuel Card, cash, credit or debit card to enter. Cost will be \$10.00 for employees and \$11.00 for students, which will give you a trip to the food counter with access to a large selection of hot entrees, salad, sandwiches, made to order daily, specials, dessert and drink.

Jackson College Coffee Shop

Atkinson Hall (Library) first floor
Open 7:30AM-4:00PM Monday to Friday

Please watch email announcements for spring/summer hours.

Jackson College's Coffee Shop features coffees, smoothies, scones, baked goods, and breakfast items as well as grab-and-go sandwiches, salads, soups and deli items. Limited breakfast items will also be available.

Jax's Place

Jax's Place in the Jets Hangar serving pizza and wings.

Monday - Tuesday: Closed

Wednesday - Friday: 11 a.m. - 3:30 p.m., 5:30-9 p.m.

Saturday - Sunday: 1-8 p.m.

