



# **Adjunct Faculty Resource Manual**

*Last Revised October 15, 2020*

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## 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 (TCS<sup>2</sup>), 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



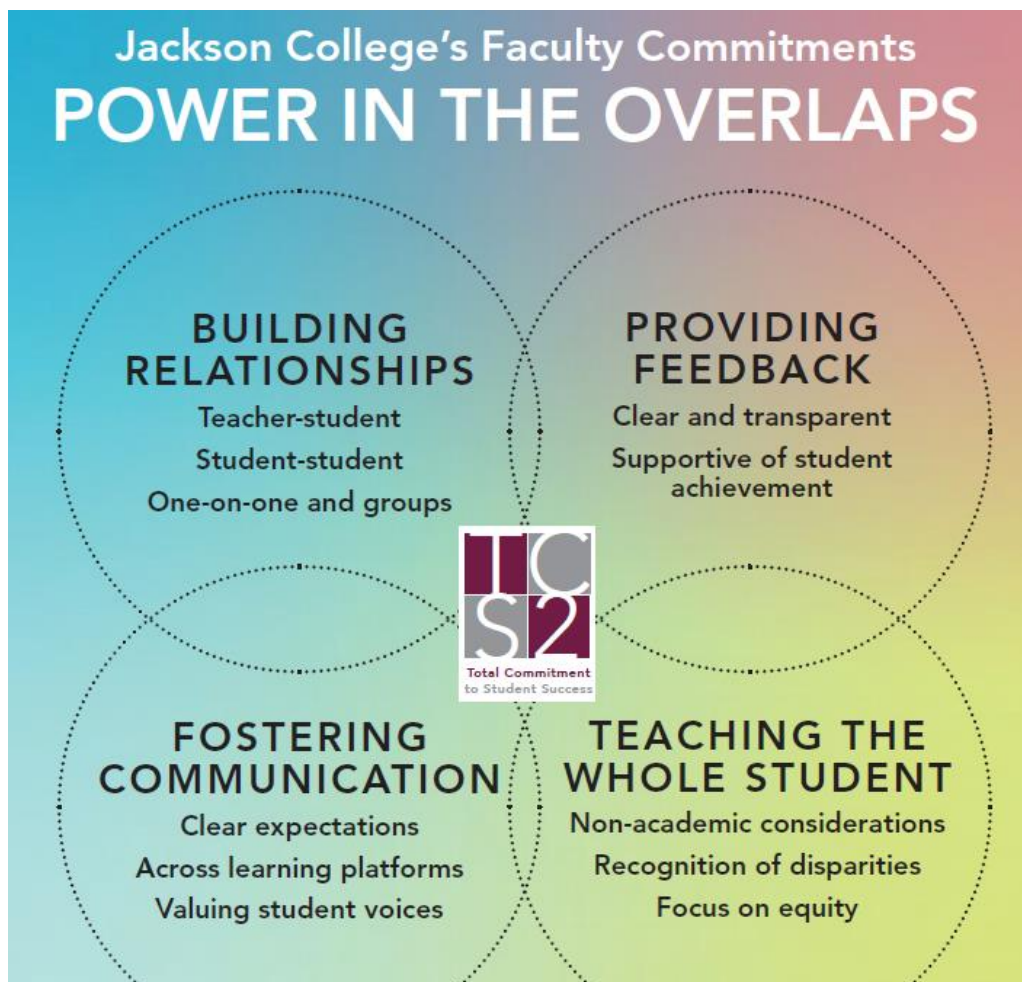
Read more about our mission, vision, values and beliefs at <https://www.jccmi.edu/office-of-the-president/mission-documents/>.

## 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 (TCS<sup>2</sup>).



## **Our People**

### **Institutional Leadership**

- Dr. Daniel J. Phelan – President & CEO
- Cynthia Allen – Senior Vice President / Chief Operating Officer
- Jason Valente – President, Jackson College Foundation
- Darrell Norris – Vice President of Finance/Chief Financial Officer
- Jeremy Frew – Vice President of Instruction and Student Services
- Lee Hampton – Vice President of Diversity, Inclusion and Belonging
- Jim Jones – Vice President of Facilities and Information Technology
- Sara Perkin – Chief of Staff

### **Academic Administrators**

- Jeremy Frew – Vice President of Instruction and Student Services
- Dr. Todd Butler – Dean of Arts, Science, and Human Services
- Vacant as of 10/23/20 – Dean of Work Force Development
- Heather Ruttkofsky – Dean of Health Professions
- Dr. Brian Newberry – Director of Jackson College Virtual
- Thomas Largent – Adjunct Administrator
- Jennifer Adams – Director of Library Services
- Erin Mazur – Pathway Co-Chair Health Sciences – Nursing
- Eddie Burkhead – Pathway Chair of Skills Trades and Agriculture
- Dianne Hill – Pathway Chair of Business and Computer Technology
- Kristi Laird – Pathway Co-Chair of STEM – Math/Engineering
- Dr. Ted Miller – Department Chair of Foundational Studies
- Dr. Matt Badtke – Pathway Co-Chair of STEM – Sciences/Health & Physical Fitness
- Dr. Jacklyn Burkhard – Pathway Chair of Human Services
- Steve Geiersbach – Pathway Co-Chair of Health Sciences – Allied Health
- Tom McMillen-Oakley – Pathway Chair of Liberal Arts

### **Student Service Administrators**

- Jeremy Frew – Vice President of Instruction and Student Services
- Nathan Venske – Associate Dean of Student Services
- Julie Hand – Associate Dean of Enrollment Management
- Zakary McNitt – Registrar
- Ashley Van Heest – Director of Transfer & Scheduling
- Bobby Beauchamp – Director of Correctional Education Program (CEP)
- Andrew Spohn – Director of Financial Aid
- Monica Bouman – Director of the Center for Student Success; Disability and Inclusion Officer
- Peter Beyan-WU Jeffy – Director of TRIO
- Jessica Houston – Student Ombudsman
- Kelly Crum – Director of Multicultural Affairs

## Jackson College Locations and Center Administrators

### Central Campus

2111 Emmons Road  
Jackson, MI 49201  
Phone: 517.787.0800

- More info on next page

### \*\*W. J. Maher Campus (North Campus)

3000 Blake Road  
Jackson, MI 49201  
Phone: 517.768.7097

- **Cindy Gilmore** - Executive Assistant, W.J. Maher Campus (GilmoreCindyL@jccmi.edu)
- **Jamie Witt** - Campus Services Coordinator, W. J. Maher Campus (WittJamieA@jccmi.edu)

### \*\*JC@LISD Campus (Adrian/Lenawee)

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

- **Michael Masters** - Dean, JC@LISD-TECH (mastersmichaelp@jccmi.edu)
- **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.

- **Bobby Beauchamp** – Director, Correctional Education Program (beauchawr@jccmi.edu)
- **Nadia El Anani** - Student Success Navigator- CEP (elananinadiah@jccmi.edu)
  - Gus Harrison, Parnall, & Women’s Huron Valley
- **Brittany Riggins** - Student Success Navigator-CEP (rigginsbrittanc@jccmi.edu)
  - Cooper, Lakeland, & Milan
- **Samuel Fonseca** - Student Success Navigator – CEP (FonsecaSamuelD@jccmi.edu)
  - Cotton & St. Louis

\*\*Due to the COVID-19 pandemic, location is closed for instruction until it has been determined safe by the institution’s leadership.

## **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

517.796.8627

hocterkarenm@jccmi.edu

### **Heather Wollet**

Instructional Innovation & Building Information Coordinator

517.796.8285

wolletheatherl@jccmi.edu

### **David Mosby**

Building Information Coordinator for James McDivitt Hall/ Honors @ JC Coordinator

517.796.8450

mosbydavidy01@jccmi.edu

### **Becky Bartley**

Allied Health/Building Coordinator

517.796.8564

BartleyRebeccaL@jccmi.edu

## **Instructional Innovation**

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

### **Thomas Largent**

Email: [largentthomasl@jccmi.edu](mailto:largentthomasl@jccmi.edu)

Phone: 517-990-3903

Office: Virtual

The Instructional Innovation Coordinator is another great resource for adjuncts.

### **Heather Wollet**

Email: [wolletheatherl@jccmi.edu](mailto:wolletheatherl@jccmi.edu)

Phone: 517-796-8582

Office: Virtual

The Coordinator and Administrator are also reachable at [JCAAdjunctSupport@jccmi.edu](mailto:JCAAdjunctSupport@jccmi.edu).

## **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. Currently, it is closed until determined safe by the institution’s leadership.

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

## **Center for Innovation Staff**

### **Heather Wollet**

Instructional Innovation & Building Information Coordinator

[wolletheatherl@jccmi.edu](mailto:wolletheatherl@jccmi.edu)

517.787.0800 ext. 8285

### **Brian Newberry, Ph.D.**

Instructional Designer

[newberrbrianm@jccmi.edu](mailto:newberrbrianm@jccmi.edu)

517.990.1368

Office: Virtual



## Technology Services

### Solution Center

- Contact the JC Solution Center at [jcsolutioncenter@jccmi.edu](mailto: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.

### JetNet Resources

- JetNet is Jackson College's learning management system.
  - All instructors have access to a JetNet shell for their courses at the beginning of every semester and are urged to utilize JetNet's versatile tools for posting course syllabi, schedules, assignments, and grades.
- For training or assistance in JetNet, please contact **Brian Newberry**, Instructional Designer, at **517.990.1368** or [newberrbrianw@jccmi.edu](mailto:newberrbrianw@jccmi.edu).
- To support our students' interest in monitoring their academic progress, **all** JC faculty are requested to regularly post their grades on JetNet.

### Printing/Copying Services

Currently, limited due to COVID-19. Please check with your lead faculty member or the Adjunct Administrator to determine the proper procedure, as needed.

## **Adjunct Workspaces**

Due to the COVID-19 pandemic, Adjunct Workspaces are unavailable until it has been determined safe by the institution's leadership.

Adjuncts have access to workspaces in the following buildings on Central Campus: Justin Whiting Hall, McDivitt Hall, William Atkinson 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

Maher (North) Campus, Lenawee, and Hillsdale Centers all 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 above 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 actively engaged in the class) and this must be submitted prior to the *census* date above.
  - Submitting “Never Attended” for a student drops them from your class.
  - In JetStream, enter this info on the *Grading* tab then clicking on *Final Grade* link.
3. Indicate **“Last Date of Attendance”** using [JetStream](#).
  - 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.
  - 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 *Final Grade* link.
4. Submit **Retention Alerts** for students who are struggling academically and could use extra support.
  - Use [eServices](#) to submit a Retention Alert to inform Navigators about specific concerns you have with a student, so Navigators know best how to follow up.
  - An FAQ list about Retention Alerts is available [here](#).

Visit [www.jccmi.edu/jetstreamfaculty](http://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 Online Sections in JetNet

1. You will be added to a course called “Attendance Semester Year” (i.e. Attendance Fall 2020) in JetNet by the Friday before your class starts.
  - Attendance is due by 11:59 pm on Thursdays
  - A section for each required reporting week will be opened
  - You will list the names of the students not attending/participating
    - i. Please submit Retention Alerts (see below) for listed students
2. If a student “**Never Attended**” by the *census* date above 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 actively engaged in the class) and this must be submitted prior to the *census* date above.
  - Submitting “Never Attended” for a student drops them from your class.
  - In JetStream, enter this info on the *Grading* tab then clicking on *Final Grade* link.
3. Indicate “**Last Date of Attendance**” using [JetStream](#).
  - 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.
  - 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 *Final Grade* link.
4. Submit **Retention Alerts** for students who are struggling academically and could use extra support.
  - Use [eServices](#) to submit a Retention Alert to inform Navigators about specific concerns you have with a student, so Navigators know best how to follow up.
  - An FAQ list about Retention Alerts is available [here](#).

Visit [www.jccmi.edu/jetstreamfaculty](http://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.

## Retention Alert

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

### How do I submit a Retention Alert case for a student?

- Visit the Faculty Resources page accessible from the Academic Deans page (<https://www.jccmi.edu/academic-deans/faculty-resources/>) to view a short Retention Alert video that explains how to submit a Retention Alert case on a student through E-Services. Steps summarized below:
  1. Go to your class roster in e-services and click on the student's name.
  2. Click on 'Contribute Retention Info.'
  3. Select 'Type of Issue' from the drop-down list.
  4. Enter a "Summary" of the issue by using Keywords, such as "Failing Exams."
  5. Enter your "Detailed Notes."
  6. Check off the contact you have had with the student about this issue. Check all that apply. (NOTE: It's optimal to have the instructor share concerns with the student prior to a referral).
  7. Click 'Submit.' This will create a case for this student.

### When are Retention Alerts due?

- Retention Alerts can be submitted anytime, and we encourage you to submit a Retention Alert as soon as a student shows signs of needing help. As noted above, if you have a student struggling academically when HQV grades are due, submit a Retention Alert.

### Who can I contact with additional questions about Retention Alert?

- If you have additional questions about Retention Alert, contact Terry Anderson at [AndersoTerrencP@jccmi.edu](mailto:AndersoTerrencP@jccmi.edu), Monica Bouman at [BoumanMonicaL@jccmi.edu](mailto:BoumanMonicaL@jccmi.edu), or Sue Risner [RisnerSusanL@jccmi.edu](mailto:RisnerSusanL@jccmi.edu). You can also review the Retention Alert manual at <https://drive.google.com/file/d/0B--1N90QhPT9UW9BVmxIR3FwYVk/view>.

## Course Syllabi

All JC faculty (Full and Adjunct) are required to submit an electronic copy of each course syllabus to the Academic Dean's office via the JetNet 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 & Tutorials](#))

Please note that the course syllabi should include the following:

- Course title and number
- Course meeting location and time
- 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](http://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](mailto:JCFacultyAbsence@jccmi.edu)
  - This is a group email that includes all Building Information 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 JetNet 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](mailto:JCFacultyAbsence@jccmi.edu). The Building Information 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: Speak clearly, concisely and intelligibly.
- GEO 3: Demonstrate computational skills and mathematical reasoning.
- GEO 4: Demonstrate scientific reasoning.
- GEO 5: Understand human behavior, social systems and the principles which govern them.
- GEO 6: Understand aesthetic experience and artistic creativity.
- GEO 7: Understand and respect the diversity and interdependence of the world's peoples and cultures.

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 online at <https://www.jccmi.edu/center-for-student-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](mailto:JCCSS@jccmi.edu) or call 517-796-8415

### Tutoring

CSS is staffed with trained peer tutors and professional writing tutors available to help by e-mailing [JCCSS@jccmi.edu](mailto: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-for-student-success/>. You may also contact SI Program Supervisor, Terry Anderson at [andersoterrrencp@jccm.edu](mailto:andersoterrrencp@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 challenge 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 excluded 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 Monica Bouman, CSS Director; Disability and Inclusion Officer at [mbouman@jccmi.edu](mailto:mbouman@jccmi.edu).

### **Testing Lab**

The Virtual Testing Lab provides a monitored testing environment for students to complete placement tests and course exams. To request the use of the Testing Lab, please visit <https://www.jccmi.edu/testing-lab/>.

- For general information about the Testing Lab, contact Karissa Shay at 517.796.8421.
- 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 by 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  
[agydiam@jccmi.edu](mailto:agydiam@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:
  - Research Process Step-by-Step: <https://libguides.jccmi.edu/researchprocess>
  - Citing Sources: <https://libguides.jccmi.edu/citingsources>
  - 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:
  - Adjunct Resources Guide: <https://libguides.jccmi.edu/facultyresources/adjunct>
  - Tools for Online Instruction: <https://libguides.jccmi.edu/facultyresources/instruction>
  - 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](mailto: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 Day: A day devoted to professional development geared just for adjunct faculty. ALD 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
- Instructional Skills Workshops: A four-day intensive instructor professional development program designed to enhance the teaching effectiveness of both new and experienced educators. ISW is offered at least once each semester. Currently is on hold due to the COVID-19 Pandemic.

- 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**

**Due to the COVID-19 pandemic, this budget has been put on hold until a future determination.**

Adjuncts are paid at a rate of \$16.50 per hour for participation in internal professional development opportunities.

In addition to college-hosted professional development opportunities, adjuncts are eligible for up to \$500 per fiscal year to use for external professional development, such as attending professional conferences, accruing additional graduate level credits, participating in external workshops or to pay for professional certifications. This funding is limited by a set budget and not guaranteed, however. Funding is available on a first-come, first-served basis.

#### *Applying for External Professional Development Funding*

1. In order to request professional development funds, adjuncts must first complete a **Professional Development Request Form** and a **Professional Activity Form**. These forms can be found on the Adjunct Resources webpage under Forms (see link below). Please submit completed forms and relevant materials by email to the Coordinator of Instructional Innovation at [JCAAdjunctSupport@jccmi.edu](mailto:JCAAdjunctSupport@jccmi.edu).
  - After review for accuracy and completeness, the Coordinator forwards the funding request materials to the Adjunct Professional Development Fund Committee, which consists of the chair of the Faculty Professional Development Committee, an adjunct faculty member appointed to the committee by the Adjunct Administrator and the Adjunct Administrator.
  - The committee reviews the requests and votes to approve or deny based on the relevance or benefit of the requested professional development activity to the adjunct's courses and/or students. Adjuncts are notified via email by the Adjunct Administrator if their request is denied or approved.
2. If the request is approved, adjuncts must complete and submit to the Coordinator of Instructional Innovation an **Expense and Travel Voucher form** within 2 weeks of the completion of the activity with all necessary receipts if reimbursement is needed.

All forms can be found on the Adjunct Resource page under the Forms tab at:

<https://www.jccmi.edu/academic-deans/adjunct-resources/> .

## **Facilitating a Workshop at Jackson College**

**Due to the COVID-19 pandemic, this budget has been put on hold until a future determination**

Adjunct faculty are encouraged to propose ideas for future workshops to the Adjunct Administrator. Adjuncts who organize a workshop are paid for preparation and facilitation time at a rate between \$20-\$32 per hour, depending on Adjunct or Master status and highest degree held.

Visit <http://www.bit.ly/JCWorkshopProposalForm> to submit your ideas or contact the Director directly.

### **Topics for professional development workshops may include:**

- Understanding college teaching and the role of the college instructor
- Syllabus development
- Student engagement
- Incorporating assessment into your course schedule
- Classroom management
- Establishing expectations; giving timely feedback
- Designing rubrics
- Multicultural classroom competency
- Educational technology
- Implementing student feedback into your courses
- Effective soliciting of student feedback
- Understanding under-resourced college students

This list is not exhaustive and other topics relevant to best practices in teaching may be submitted to the Adjunct Administrator for consideration.

## 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 their academic credentials. An instructor's level is based on their fulfillment of the certification requirements, as explained below.

A list of other Frequently Asked Questions about the Adjunct Certification process can be found in the appendix as well as the [Adjunct Resources](#) website.

### 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 \$4 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 JetNet site to start your certification and professional development journey.

Visit [www.jccmi.edu/adjunctcertification](http://www.jccmi.edu/adjunctcertification) and enter the code "certification" 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 JetNet 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 here: [Employee Central -> Faculty -> Professional Development](#). Visit JetNet 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 an Instructional Skills Workshop. (required)
- Participate in professional development activity that focuses on pedagogy and teaching/learning. Examples include active reading workshops, online instructor certification, and other workshops listed here: <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, such as workshops facilitated by JC reading faculty member Amy Gamel. (required)
- 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.

- Participate in JetNet Gradebook training (required, since all instructors are encouraged to post grades throughout semester in JetNet)
- For instructors that use JetNet in any other way than Gradebook, they must participate in JetNet Basic workshop
- Participate in another workshop specific to instructional technology, such as JetNet Advanced. Visit [www.jccmi.edu/professionaldevelopment](http://www.jccmi.edu/professionaldevelopment) 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 JetNet site. To receive certification credit, 2-3 main takeaways must be shared via the JetNet 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. Individualized professional development plans should consist of the following:

1. **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 JetNet site as well.
2. **Ten Hours of continued professional development:** These ten hours are to be completed annually 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 [www.jccmi.edu/professionaldevelopment](http://www.jccmi.edu/professionaldevelopment) for listing of current offerings.

3. **At least one set of reciprocal classroom observations:** Annually, 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.
  - Master Adjuncts should email the Director of Instructional Innovation after an observation is complete. Please share the name of the faculty member who observed you or whom you observed, the course name, and the date and time of the observation. Please also share what you learned from the observation and what you might do differently in terms of your instruction as a result.

**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.

It is important to note that adjuncts with Master Level status who do not complete all items above within their 12-month time frame 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 - Records and Timelines**

Each adjunct should record their professional development activities via the JetNet

In addition, all Adjuncts can look up their certification progress via JetStream:

1. Visit JetStream at <https://adfs.jccmi.edu/adfs/ls>
2. Click the first tab labeled “Log In” and log in with your JC network account username and password.
3. Click on “Employees” link.
4. Under Communication label, click on the “My Documents” link.

This page will list the certification activities you have completed and any remaining items you need to complete and by when.

*Certification Process Deadlines for 2020*

- To move to Master Adjunct in Fall 2020, all requirements must be documented as being met by **JUNE 15, 2020**.
- For Master Adjuncts who moved to Master Status at the beginning of a Fall semester, to maintain Master status another year, all requirements must be documented as being met by **JUNE 15, 2020**.

\*\* Starting June 2021, we are shifting all certification due dates to June 15 each year. This means that this coming October will be the final October due date. After October 2020, all requirements will be due June 15 of each year.

## **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**

**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.

## **APPENDICES**

How-to Guide: Reporting Student Attendance	Appendix A
Retention Alert FAQs	Appendix B
Adjunct Absence Form	Appendix C
Professional Development Fund Request Form	Appendix D
Adjunct Certification FAQs	Appendix E
Reciprocal Observation Guide	Appendix F
Adjunct Certification Summary Handout	Appendix G