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## Appendices

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WELCOME

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.

Jackson College is an institution of higher education whose mission is to assist learners in identifying and reaching their goals. Our students attend JC for various reasons: to earn a certificate, develop a new skillset for current employment, earn credits to transfer, gain personal knowledge, or earn a college degree. Therefore, we are committed to help students identify their individual goals and create pathways by which to meet those goals.

As a community college, we serve both our students and the community at large. It is our duty to provide programs and services that will meet the needs of our community as expressed by employers, local school districts, community organizations, and community members. This is demonstrated in various partnerships with local industries, organizations, and school districts.

Total Commitment to Student Success

At Jackson College, “Total Commitment to Student Success” (or TCS² for short) is our way of saying that, in all we do, we are unswerving in our focus of assisting students to complete their program of study and succeed. We offer superior instruction from dedicated faculty and provide comprehensive support services to ensure each student reaches their goals.
Expectations of Adjunct Faculty

As an adjunct faculty member, you are critical to the success of our students and the college overall. All adjuncts are expected to:

- Be committed
- Create an interactive and engaging learning environment
- Set the tone and pace of the class
- Develop a multicultural perspective of learning
- Get to know their students
- Support their students
- Teach with passion, competence, and integrity
- Be innovative and engaging
- Ask for help when needed
- Ask for resources to help meet their students’ needs
- Develop well-organized lesson plans
- Engage in service to their profession, institution, and community
Our People

Institutional Leadership
- Dr. Daniel J. Phelan – President
- Cynthia Allen – Vice President of Administration
- Dr. Kate Thirolf – Vice President for Instruction
- Jeremy Frew – Vice President of Student Services
- Lee Hampton – Chief Diversity Officer
- Darrell Norris – Vice President of Finance/Chief Financial Officer
- Jim Jones – Vice President of Facilities and Information Technology
- Jason Valente – President, Jackson College Foundation
- Sara Perkin – Chief of Staff

Academic Administrators
- Dr. Kate Thirolf – Vice President for Instruction
- Dr. Todd Butler – Dean of Arts and Science
- Jolene Chapman – Dean of Career and Technical Education
- Dr. Dennis Baskin – Dean of Business and Human Services
- Dr. Phyllis Eaton – Assistant Dean of Health Professions
- Dr. Brian Newberry – Instructional Designer
- [Open] – Director of Instructional Innovation (Kate Thirolf, interim)
- Jennifer Adams – Director of Library Services
- Bobby Beauchamp – Director of Prison Education Initiative (PEI)
- Dianne Hill – Pathway Chair of Business and Computer Technology
- Matt Higgins – Pathway Chair of Skills Trades and Agriculture
- Erin Mazur – Pathway Co-Chair Health Sciences – Nursing
- Dr. Ted Miller – Department Chair of Foundational Studies
- Dr. Jon Powell – Pathway Co-Chair of STEM – Sciences/Health & Physical Fitness
- Kristi Laird – Pathway Co-Chair of STEM – Math/Engineering
- Dr. Jacklyn Burkhard – Pathway Chair of Human Services
- Dr. Heather Ruttkofsky – Pathway Co-Chair of Health Sciences – Allied Health
- Tom McMillen-Oakley – Pathway Chair of Liberal Arts

Student Service Administrators
- Jeremy Frew – Vice President of Student Services
- Nathan Venske – Associate Dean of Student Services & Admissions
- Heather Bateman – Assistant Dean of Athletics/Housing
- Zakary McNitt – Registrar
- Andrew Spohn – Director of Financial Aid
- Monica Bouman – Director of the Center for Student Success
- Melissa Merkel – Director of TRiO
- Liz Andrews – Director of Housing
• Jessica Houston – Student Ombudsman
• Kelly Crum – Director of Multicultural Affairs

The Jackson College Employee Directory is a great resource. It can be found at https://www.jccmi.edu/human-resources/employee-directory/.
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)

Jackson Flight Center
3610 Wildwood Ave.
Jackson, MI 49202
Phone: 517.717.7012

Prison Education Initiative
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.
• Heather Albee-Scott – Student Success Navigator- PEI (albeesheatherd@jccmi.edu)
• Bobby Beauchamp – Director, Prison Education Initiative (beauchaWR@jccmi.edu)
• Brittany Riggins – Student Success Navigator-PEI (rigginsbrittanc@jccmi.edu)
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
268 Bert Walker (BW)
517.796.8627
hocterkarenm@jccmi.edu

Heather Wollet
Instructional Innovation & Building Information Coordinator
248A Bert Walker Hall (BW)
517.796.8285
wolletheatherl@jccmi.edu

[Open]
Building Information Coordinator for James McDivitt Hall/ Honors @ JC Coordinator
128 James McDivitt Hall (JM)
517.796.8450

Becky Nicholson
Allied Health/Building Coordinator
100 Health Laboratory Center (HLC)
517.796.8564
NicholsRebeccaL@jccmi.edu
Instructional Innovation

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

Kate Thirolf, Ph.D. [interim]
Email: thirolfkathrynq@jccmi.edu
Phone: 517-796-8523
Office: 266 Bert Walker Hall

The Director is also reachable at JCAjunctSupport@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.

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
517.787.0800 ext. 8285
248A Bert Walker Hall

Kate Thirolf, Ph.D. [interim]
Director of Instructional Innovation
thirolfkathrynq@jccmi.edu
517-796-8523
266 Bert Walker Hall

Brian Newberry, Ph.D.
Instructional Designer
newberrbrianm@jccmi.edu
517.990.1368
246 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.

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.
- 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

- 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 lobby is open every day (7 days a week) from 7:00 a.m. to 9:00 p.m.
- The Copy Center is not manned on a regular basis. When you are dropping off a job, please e-mail copycenter@jacksoncollege.onmicrosoft.com to let us know your job has been dropped off.
  - When e-mailing a job, please add the due date in the subject line (i.e. EMS Handbook due 9-17-16).
- Copiers are located in each classroom building for adjuncts to use for smaller copy/printing jobs (please limit to 100 pages).
**Adjunct Workspaces**

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.
HQV Grades & Retention Alert

About HQV
HQV (Help, Quit, Verify) grading is an early alert system that identifies students in need of academic support. It also monitors students’ participation in enrolled courses.

To comply with college policy and federal regulations, it is important to report HQV grades up to three times each semester on the designated dates determined and communicated at the beginning of each semester. HQV stands for the following:

- **H** = Help: a student is struggling academically and needs assistance.
- **Q** = Quit: a student has not been attending class and is automatically dropped from the class.
- **V** = Verify: a student is attending class and academic performance is acceptable.

**NOTE:** Federal regulations require the College’s compliance in reporting students’ attendance especially as it pertains to financial aid. If a student receives a grade of “Q” but wishes to return to class, the student may re-enroll in the course at the instructor’s discretion provided the add/drop period has not lapsed.

HQV Process
Reminders for HQV grade reporting are emailed to your JC email address; please watch for them. HQV reporting dates are also posted on the Adjunct Resources web page at https://www.jccmi.edu/academic-deans/adjunct-resources/.

Record HQV grades via the e-services link on the JC webpage (www.jccmi.edu) under the intermediate/midterm heading.

An HQV step-by-step guide is available on the Adjunct Resources web page as well as in the Appendix of this document.

If you have any questions regarding due dates of your HQV grades, please contact Karen Hocter at hocterkarenm@jccmi.edu or 517.796.8627.

Retention Alert

Retention Alert (RA) complements our HQV process and 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.

What does this mean for the HQV process?
- We will continue as normal with the HQV process for now. Instructors will complete the HQV process even for those students they flagged through Retention Alert. As a reminder, the goal is to have more timely feedback regarding the issue at hand so students will benefit more if instructors report concern through a Retention Alert case as they occur and not just during the routine HQV. Eventually, Retention Alert may be able to replace the ‘H’ component of HQV.

When are HQV grades due?
- Scroll to the bottom of this Important Dates page (https://www.jccmi.edu/registration-records/canceled-classes-drops-and-withdrawals/) to find out when each class section’s HQV grades are due. (Click on plus sign by each section’s name to view due dates.) More details on how to submit HQV grades can be found at https://www.jccmi.edu/wp-content/uploads/How-to-Submit-HQV-Grades.pdf.

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, Monica Bouman at BoumanMonicaL@jccmi.edu, or Sue Risner RisnerSusanL@jccmi.edu. You can also review the Retention Alert manual at https://drive.google.com/file/d/0B--1N9OQhPT9UW9BVmxF3FwYVk/view.
Course Syllabi

All JC faculty 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 (https://www.jccmi.edu/academic-deans/adjunct-resources/).

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
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 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. 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/academic-deans/adjunct-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.
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: http://www.jccmi.edu/info/closings.htm.

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

For more information about guided pathways at JC, visit the Academic Deans webpages at https://www.jccmi.edu/academic-deans/guided-pathways/.
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 [https://www.jccmi.edu/academic-deans/student-assessment/](https://www.jccmi.edu/academic-deans/student-assessment/).
Center for Student Success

The Center for Student Success (CSS) is located on Central Campus in Bert Walker Hall (BW) 137 and offers free support services to all Jackson College students. At an instructor’s request, a CSS staff member is available to do a class visit and give a 15-minute introductory presentation.

Tutoring
CSS is staffed with trained peer tutors and professional instructors available to help on a drop-in basis anytime the Center is open. 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 a math course 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 and CSS Director, Monica Bouman, at 517.796.8411 or mbouman@jccmi.edu.

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:

- Extended testing time
- Quiet testing location
- Assistive technology
- Note takers
It is the student’s responsibility to self-disclose a disability. Once documentation has been provided, CSS can arrange accommodations with instructors each semester.

**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. To request the use of the Testing Lab, please visit [https://www.jccmi.edu/testing-lab/](https://www.jccmi.edu/testing-lab/) and click on the Faculty Info tab.

- For general information about the Testing Lab, contact Lana Lakin at 517.796.8421.
- For any special needs accommodations, contact Monica Bouman 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, walk-in or email. Writing Fellows provide supplemental assistance with writing assignments. Writing Fellows are located in Bert Walker (BW), room 148.

More information can be found online at [https://www.jccmi.edu/english/writing-fellows/](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
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.

- **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**: A professional development day for all employees offered each semester.

Financial Support for Adjunct Professional Development

Adjuncts are paid at a rate of $15.50 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 Director of Instructional Innovation at JCAdjunctSupport@jccmi.edu.

   - After review for accuracy and completeness, the Director 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 Director of Instructional Innovation, and the Director of Instructional Innovation.

- 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 Director of Instructional Innovation if their request is denied or approved.

2. If the request is approved, adjuncts must complete and submit to the Director 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

Adjunct faculty are encouraged to propose ideas for future workshops to the Director of Instructional Innovation. 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 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 Director of Instructional Innovation 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 his/her academic credentials. An instructor’s level is based on his/her 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 at [www.jccmi.edu/professionaldevelopment](http://www.jccmi.edu/professionaldevelopment). 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 at [www.jccmi.edu/professionaldevelopment](http://www.jccmi.edu/professionaldevelopment).

**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 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 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 his/her 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 his/her 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 his or her professional development activities via the JetNet.

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

   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 2018

- To move to Master Adjunct in Fall 2018, all requirements must be documented as being met by JUNE 15, 2018.
- 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, 2018.
- To move to Master Adjunct in Winter 2019, all requirements must be documented as being met by OCTOBER 15, 2018.
- For Master Adjuncts who moved to Master Status at the beginning of a Winter semester, to maintain Master status another year, all requirements must be documented as being met by OCTOBER 15, 2018.
Jackson College Health Clinic – Central Campus

Whiting Hall Room 111
2111 Emmons Road
Jackson, MI 49201

Phone: 517.990.1374
Fax: 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/services-cost/ 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 soon utilize Jackson College’s new Dental Hygiene Clinic, which offers dental hygiene services while helping students gain experience. The Dental Hygiene Clinic will open for the community on Jan. 28, 2019. 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 $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:

- Dental Cleanings
- X-rays
- Fluoride Treatments
- Oral Cancer Screening
- Blood Pressure Screening
- Oral Health Instruction
- Nutritional Advising

Jackson College Oasis Center – Central Campus

Whiting Hall Room 110
2111 Emmons Road
Jackson, MI 49201

Phone: 517.990.1300
After-Hours: 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.
Food Service Options on Central Campus

Potter Center Cafeteria

Fall and Winter semester hours:
Monday to Friday: 11:00AM–2:00PM and 5:00PM-7:00PM
Saturday: 11:30AM-1:00PM and 5:00PM-7:00PM.

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, soft service ice cream, desserts and 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 $7.50 for employees and $8.75 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.

Wava Joe’s Coffee Bar

Atkinson Hall (Library) first floor
Open 7:30AM-8:00PM Monday to Thursday and 7:30AM-1:00PM on Friday.

Please watch email announcements for spring/summer hours.

Wava Joe’s coffee bar features Starbucks coffees, smoothies, scones, baked goods, and breakfast items as well as grab-and-go sandwiches, salads, soups, pizza and deli items.

Subway

Located inside the Jets Hangar, Subway serves a full menu of lunch options including subs and pizza.

Monday – Friday, 7 a.m. – 10 p.m.
Saturday, 8 a.m. – 10 p.m.
Sunday, 9 a.m. – 10 p.m.
(Spring & Summer Hours: Monday-Friday, 9 am-7 pm; Saturday & Sunday, 10 am- 5 pm)

Students and Employees may use their Jet Fuel Bucks or Meal Plan. Cash, debit and credit cards are also accepted.
APPENDICES

How-to Guide: Submitting HQV Grades  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