



NEW ADJUNCT FACULTY ORIENTATION

Welcome!



JC LIBRARY SERVICES

@ DRAPER INFORMATION
COMMONS

WWW.JCCMI.EDU/LIBRARY

FOR YOUR STUDENTS

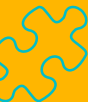


ON CAMPUS

- × Textbooks on reserve
- × Breakout Rooms
- × Desktop computers
- × Free printing/scanning
- × For check-out:
 - × 25,000+ circulating books
 - × anatomical models
 - × laptops
 - × phone chargers
 - × calculators
 - × headphones

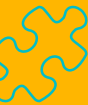
ONLINE

- × 95+ research databases with full-text journals
- × 300,000+ e-books
- × Streaming video collection with 30,000 titles
- × Online resource guides
- × 24/7 librarian chat



FOR YOU!

- Online resource guides
- Library instruction sessions
- Textbook reserves
- CEP research





THANKS!

Any questions?

You can find me at adamsjennifes@jccmi.edu

517.796.8482



WELCOME TO JACKSON COLLEGE

- JC is committed to
 - student success
 - teaching excellence
 - developing all faculty members to meet the diverse needs of JC students
- As an adjunct, you represent these values with each interaction with your students and colleagues.
- We appreciate your commitment to excellence in and out of the classroom.



**Total Commitment
to Student Success**

YOUR CHARGE

- Mission Statement
 - Together, we inspire and transform lives.
- Vision Statement
 - Jackson College is a world class institution of high learning where learners succeed and community needs are met.

OUR VALUES

- Integrity
- Caring
- Collaboration
- Quality
- Inclusion
- Service
- Leadership



OUR BELIEFS

- 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**

SERVING THE **WHOLE** STUDENT

Dimensions under consideration:

- Food Insecurity
- Housing Insecurity
- Transportation Issues
- Physical Health
- Mental Health
- Dental Health

“In teaching you
can't do the
Bloom stuff
until you take
care of the
Maslow stuff”

Author unknown

LEADERSHIP

President & CEO

- Dr. Daniel Phelan

Senior Vice President/COO

- Cynthia Allen

Vice President of Finance/CFO

- Darrell Norris

Vice President of Student Services and Instruction

- Jeremy Frew

Vice President of Diversity, Inclusion, and Belonging

- Lee Hampton

Vice President of Facilities and IT

- Jim Jones

President of JC Foundation

- Jason Valente

Chief of Staff

- Sara Perkin

DEANS & DEPARTMENT CHAIRS

Arts, Sciences, & Human Services

- Dean Todd Butler
 - Liberal Arts
 - Tom McMillen Oakley
 - Science
 - Matt Badtke
 - Math
 - Kristi Laird
 - Foundation Studies
 - Ted Miller
 - Human Services
 - Jacklyn Burkhard

Health Professions

- Dean Heather Ruttkofsky
 - Health Sciences
 - Steve Geiersbach
 - Nursing
 - Erin Mazur

Workforce Development

- Vacant as of 10/23/20
 - Skilled Trades
 - Eddie Burkhead
 - Business & Computer Technology
 - Dianne Hill

FACULTY SUPPORT & RESOURCES

- Adjunct Administrator
 - Point of contact for adjunct faculty resources and professional development
 - Thomas Largent
 - largentthomasl@jccmi.edu
 - 517-990-3903
- Instructional Innovation Coordinator
 - Great resource for adjuncts
 - Heather Wollet
 - wolletheatherl@jccmi.edu
- Instructional Designer
 - Point of contact for JetNet (JC's Moodle-based LMS) and instructional design support
 - Brian Newberry
 - newberrbrianw@jccmi.edu



JACKSON COLLEGE LOCATIONS



Internet Based Learning



Central Campus



JC @ LISD TECH
Adrian, MI



Clyde LeTarte Center
Hillsdale, MI



W.J. Maher Campus



Corrections Education Program

LEADERS AT THE CENTERS

- **Jamie Witt**– Coordinator, Maher Campus
- **Michael Masters** – Dean, JC @ LISD TECH (Adrian)
- **Marianne Finch** – Coordinator, JC @ LISD TECH (Adrian)
- **Amanda Janes** – Coordinator, Clyde E. Le Tarte Center (Hillsdale)

CENTRAL CAMPUS COORDINATORS

- **Karen Hocter** – Deans' Office Coordinator
- **Heather Wollet** – Instructional Innovation & Building Information Coordinator
- **David Mosby**- Honors & Building Information Coordinator
- **Becky Bartley**- Allied Health/Building Coordinator

ADJUNCT FACULTY WORKSPACES

Building	Workspace	Copy Machine
Justin Whiting		Room 243
James McDivitt	Room 150A	Room 121
Bert Walker	By Room 248	By Room 238

Center locations also provide access to a faculty lounge area with access to phones, copy machine, refrigerator, microwave, and computers.

ADJUNCT ONLINE RESOURCES

- Adjunct Resources webpage
 - One-stop online spot for all your needs as an adjunct
 - Adjunct Faculty Resource Manual & New Adjunct Orientation slides
 - Campus and specific building information
 - Academic resources
 - HR & IT information
 - Forms
 - <https://www.jccmi.edu/faculty-resources/>
- JetNet Faculty Lounge & Forum
 - Online community for JC faculty
 - Access to Receive announcements, connect with colleagues, share ideas
 - Access to helpful guides for leveraging teaching and learning technologies
 - Access to Adjunct Corner, too.
 - <http://jetnet.jccmi.edu/course/view.php?id=5920>

Adjunct Faculty

Adjunct Orientation

Adjunct Faculty Resource Manual
Overview of New Adjunct Faculty Orientation
Overview of Adjunct Faculty Support & Engagement at Jackson College
Adjunct General Information
Adjunct Quick Reference

Academic Resources

Syllabus Template
Posting a syllabus to JetNet (pdf)
HLC Faculty Qualifications FAQ list

IT Resources

Outlook/email/passwords
Solution Center: 517.796.8639

Human Resources

Human Resources Adjunct Instructor Manual
Human Resources for Adjuncts
Harassment Policy
Adjunct Payroll Calendar
Adjunct Pay Information

Forms

Adjunct Instructor Absence Instructions
Adjunct Absence Form
Tuition Waiver Form
Tuition Reimbursement - Adjunct

Contact

Thomas Largent
Adjunct Administrator
E-mail Thomas.Largent@jccmi.edu
Phone: 517.990.3903

In Case of Emergency
After Hours
Security Guard Stations
3 p.m. - 6 a.m. daily
517.796.8620

NEED HELP?
Click here to chat!

The Faculty Lounge

Welcome!

This is a common space for receiving announcements, connecting with colleagues, and sharing ideas. You will also find helpful guides for leveraging technologies for your teaching and learning purposes.

Do you have something to share related to pedagogical uses of technology? Please do!

Come in, have a look around, and make yourself comfortable.



STUDENT SUCCESS NAVIGATORS

- JC has multiple Student Success Navigators to support student success
 - Academic advisor *plus* advocate, coach, source of support
 - Serves as the “go-to” person to help students throughout the college experience
- Each student assigned to Navigator upon enrolling
- Minimum of three contacts with each student each semester
- Make sure students are on track, direct them to the support they need
- Work closely with pathway leaders, departments, faculty
- <https://www.jccmi.edu/academics/academic-advising/>



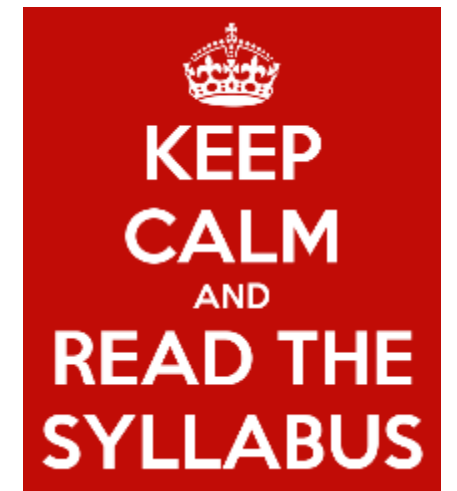
STUDENT-FOCUSED PROGRAMS

- Center for Student Success (CSS)
- Writing Fellows
- Food Pantry
- Supplemental Instruction Leaders
- TRIO Student Support Services
- Veterans Services
- Phi Theta Kappa
- International Student Institute
- Multicultural Affairs
- Men of Merit
- Sisters of Strength
- Athletics
- And more!



SYLLABI

- A agreement between you and your students
 - What students can expect of you and what you are expecting from the students
- All JC faculty (Adjunct and Full-Time) are required to submit an electronic copy of each course syllabus to the Academic Deans' office by the end of the first week of classes.
 - Syllabi are submitted via the JetNet Syllabi page (<http://jetnet.jccmi.edu/>).
- More information available on the [Adjunct Resources](#) webpage.



GENERAL EDUCATION OUTCOMES

- 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.

Three Essential Competencies (ECs) 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.

RETENTION ALERT

- Enhanced system to provide pertinent details to a Navigator whenever you have a student who needs extra help and support.
- This short video explains how to submit a Retention Alert case on a student through e-services: <https://www.jccmi.edu/wp-content/uploads/RetentionAlert2.mp4>.
 1. Log into E-Services and click on the Faculty menu.
 2. Click on My Class Rosters link. Then click on appropriate class section.
 3. Click on student's name for whom you'd to initiate a Retention Alert case.
 4. At bottom of page, click on the "Add Retention Alert info" link.
 5. Fill out form. (View video linked above for more details on this step.)



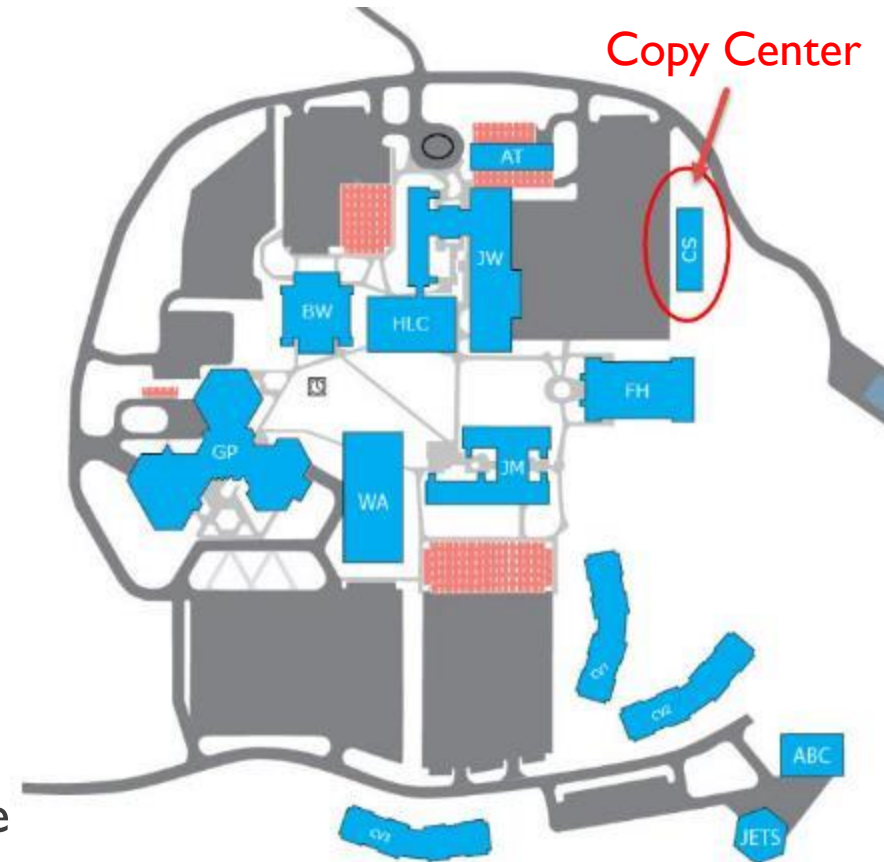
**Total Commitment
to Student Success**

REPORTING FACULTY ABSENCES

- It is important to inform the college of any classroom absence.
- Email JCFacultyAbsence@jccmi.edu this will notify the appropriate Center Administrator or Building Information Coordinator.
- Email your students and post a message on your JetNet page
- If you know beforehand that you will be absent, attempt to find a substitute. Contact your lead faculty and/or department chair about qualified substitutes.
- Complete and submit an [Adjunct Absence Form](#) for each absence and submit to your department chair.
 - Absence forms can be found on Adjunct Resources webpage under the “Forms” tab. Visit <https://www.jccmi.edu/faculty-resources/>
 - Each adjunct is permitted one absence with pay each semester.

MAKING COPIES FOR YOUR CLASS

- A Copy Center is 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. Please e-mail CopyCenter@jccmi.edu the [Copy Center Print Request form](#)
 - Here is a link for more information: <https://www.jccmi.edu/copy-center/>
- Please plan ahead
 - Copiers are located in each classroom building for adjuncts to use for smaller copy jobs (please limit to 100 pages).



SOLUTION CENTER

- One-stop assistance for all IT needs
 - Computer login
 - Password
 - Computer help
 - Technology support
- Located in William Atkinson Hall, Room 203
 - Walk-in assistance welcomed
- Phone: 517-796-8639
- Email: JCSolutionCenter@jccmi.edu



SECURITY PROTOCOL

- In case of an emergency while in your classroom, **call 911**
- If you are concerned about a safety issue with an unstable or hostile student, **call JC Security**
 - Extension **x8620** from on campus
 - **517-796-8620** from a non-campus phone
- If you get voicemail
 - PRESS 2 IF AN EMERGENCY - this directs you to the guard on duty's mobile phone
 - Otherwise LEAVE A MESSAGE - your message goes directly to JC security personnel. They will respond directly.
- Emergency procedures are posted in every classroom
- Each of JC's external campuses has security on duty after 6pm



COLLEGE CLOSINGS

- Announced on the radio and TV
- Communicated via Nixle (register at www.nixle.com)
- Posted on JC website
- Note: If college closes, class time does not need to be made up

STAY INFORMED, STAY CONNECTED

- Check your JC email at least once a day
- Visit the Adjunct Resources webpage regularly
- Attend professional development events
(<https://intranet.l.jccmi.edu/departments/faculty/faculty-professional-development/>)
- Read the bulletin board posted in faculty office areas
- Spend time in your building and campus, connect with colleagues
- Check for JC mail in your campus mailbox
- Attend JC events when you can

FACULTY PROFESSIONAL DEVELOPMENT

- JC is committed to providing high-quality faculty development opportunities
 - **Adjunct Learning Days** held before Fall and Winter semesters
 - Departmental/Discipline-specific workshops
 - Faculty development workshops offered throughout the year across JC centers
 - **Convocation** (professional development day for all employees) each semester
- Current schedule posted at <https://intranet.l.jccmi.edu/departments/faculty/faculty-professional-development/>.
- Adjunct faculty **compensated for participation** in internal professional development
- Funds for **external professional development available for up to \$500 per/academic year** for each adjunct faculty member (as long as budget available)³⁰

ADJUNCT CERTIFICATION PROCESS

- What is it?
 - Means of developing instructional skills and progressing on the pay scale
- Is it required?
 - No, it is voluntary.
- What are the benefits?
 - Improves instructional skills, builds connections with others, leads to increase in pay, ability to earn tuition credit
- Certification FAQ list available on [Adjunct Resources](#) page

UPCOMING PROFESSIONAL DEVELOPMENT

Visit <https://intranet.l.jccmi.edu/departments/faculty/faculty-professional-development/> for current schedule.

■ Adjunct Learning Day

- Saturday, January 11
- 8:30am-4pm
- Central Campus, BW 145/144

■ Faculty Learning Days

- Wed, January 8 to Friday, January 10
- 8:30am-4:30pm
- Central Campus, BW 145/145

HELPFUL BOOKMARKS

- Adjunct Resources

- <https://www.jccmi.edu/faculty-resources/>

- Email

- <https://www.jccmi.edu/information-technology/e-mail/>

- E-services

- <https://www.jccmi.edu/eservices>

- Employee Directory

- <https://www.jccmi.edu/human-resources/employee-directory/>

QUESTIONS & ANSWERS



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