NEW ADJUNCT FACULTY ORIENTATION

Welcome!
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.
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**
President
- Daniel Phelan

Provost
- Rebekah Woods

Academic Deans
- Todd Butler, Dean of Arts & Sciences
- Open, Dean of Career & Technical Education
- Kate Thirolf, Dean of Business & Human Services
- Christine Davis, Asst. Dean of Health Professions

Vice President of Student Services
- Jeremy Frew

Vice President of Administration & HR
- Cynthia Allen

Vice President of Finance/CFO
- Darrell Norris

Vice President of Facilities and IT
- Jim Jones

President of Jackson College Foundation
- Jason Valente

Chief of Staff
- Sara Perkin
DEPARTMENT CHAIRS

- Allied Health
  - Kristin Spencer
- Behavioral Sciences
  - Jacklyn Burkhard
- Business & Technology
  - Dianne Hill
- Foundational Studies
  - Ted Miller
- Nursing
  - Sharon Nowak
- Language, Literature & Arts
  - Tom McMillen-Oakley
- Math/Engineering
  - Kristi Laird
- Sciences/Health & Physical Fitness (HPF)
  - Jon Powell
- Technical Trades
  - Matt Higgins
JACKSON COLLEGE LOCATIONS

Internet Based Learning

Clyde LeTarte Center
Hillsdale, MI

Central Campus

JC @ LISD TECH
Adrian, MI

Flight Center
Reynolds Municipal Airport
Jackson, MI

W.J. Maher Campus

Prison Education Initiative
LEADERS AT THE CENTERS

- **Julie Hand** – Assistant Dean, 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** – Dean’s Office Coordinator
- **Heather Wollet** – Building Information Coordinator, Bert Walker Hall & Center for Innovation
- **Sarah Ebersole** – Building Information Coordinator, James McDivitt Hall
- **Dott Znosko** – Building Information Coordinator, Health Laboratory Center, Justin Whiting Hall, William Atkinson Hall
### Adjunct Faculty Workspaces

<table>
<thead>
<tr>
<th>Building</th>
<th>Workspace</th>
<th>Copy Machine</th>
</tr>
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<tbody>
<tr>
<td>Justin Whiting</td>
<td>Room 238</td>
<td>Room 243</td>
</tr>
<tr>
<td>James McDivitt</td>
<td>Room 150A</td>
<td>Room 121</td>
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<tr>
<td>William Atkinson</td>
<td>Room 226</td>
<td>Room 226</td>
</tr>
<tr>
<td>Bert Walker</td>
<td>By Room 248</td>
<td>By Room 238</td>
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Center locations also provide access to a faculty lounge area with access to phones, copy machine, refrigerator, microwave, and computers.
FACULTY SUPPORT & RESOURCES

- Director of Instructional Innovation
  - Point of contact for adjunct faculty resources and professional development
  - Kate Thirolf (interim)
    - thirolfkathryng@jccmi.edu
    - 517.990.1436
    - Bert Walker Room 246

- Instructional Designer
  - Point of contact for JetNet (JC's Moodle-based LMS) and instructional design support
  - Brian Newberry
    - newberrbrianw@jccmi.edu
    - 517.990.1368
    - Bert Walker Room 247
A place where faculty and staff can go to learn, connect, collaborate, and innovate—always with the focus on supporting student success

Located in Bert Walker Hall (room 238)
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/academic-deans/adjunct-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
JC is committed to providing high-quality faculty development opportunities
- **Adjunct Learning Days** held before Fall and Winter semesters
- Departmental/Discipline-specific workshops
- **Instructional Skills Workshops**, an intensive four-day instructor development experience
- Faculty development workshops offered throughout the year across JC centers
- **Convocation** (professional development day for all employees) each semester
- Current schedule posted at [www.jccmi.edu/professionaldevelopment](http://www.jccmi.edu/professionaldevelopment).
- 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)
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
JC offers structured and coherent program maps that align with students’ goals for careers and further education.

Supports student success by helping students complete programs and earn credentials faster.

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 Math
- Skilled Trades and Agriculture
STUDENT SUCCESS NAVIGATORS

- JC has 17 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/](https://www.jccmi.edu/academics/academic-advising/)
STUDENT ACADEMIC SUPPORT RESOURCES

- **Center for Student Success (CSS)**
  - Provides tutoring for all students in all major subjects
  - Works with students to identify issues which may hinder success
  - Social workers available for students
  - Located in Bert Walker Hall
  - Monica Bouman, Director of CSS

- **Writing Fellows**
  - Student writing tutors, help available by walk in or appointment (or email papers)
  - Writing Fellows will come to your class
  - Diana Agy, Maher Endowed Chair for Regional History, English faculty member, and Director of JC Writing Fellows
OTHER STUDENT-FOCUSED PROGRAMS

- SEM 140: Seminar in Life Pathways
- Supplemental Instruction Leaders
- TRiO Student Support Services
- Veterans Services
- Phi Theta Kappa
- American Honors Program
- Jobs for Michigan Graduates
- 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 are required to submit an electronic copy of each course syllabus to the Academic Dean’s 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.
E-SERVICES

- Tool to report grades, check employee records, print class rosters
  - FYI: Final Grades are due 48 hours after a course ends and should be posted using a .5 scale (i.e. 4.0, 3.5, 3.0, etc.)
- Found at the top banner of JC’s website
REPORTING “HQV” GRADES

- Early alert system that monitors student participation
- It is important to report “HQV” grades up to three times per/semester on the designated dates.
  - H = Help (student is struggling academically in a course and needs assistance)
  - Q = Quit (student has not been attending class and is automatically dropped). It is imperative to issue a Q if the student is not attending class.
  - V = Verify (student is attending class and not demonstrating evidence of any academic concerns)
- Record HQV grades via e-services (under intermediate/midterm headings)
- An HQV step-by-step guide and HQV reporting dates are posted on the Adjunct Resources webpage
- Reminders for HQV grade reporting are emailed to your JC email address – please watch for them
- If you have questions about HQV, contact Karen Marler at marlerkarenl@jccmi.edu.
RETENTION ALERT

- Enhanced system to provide pertinent details to a Navigator whenever you submit an “H” for 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 eservices 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.)
REPORTING ABSENCES

- It is important to inform the college of any classroom absence.
- If you are unable to attend a class, please notify the following individuals as soon as possible:
  - Your department chair and lead faculty member (if different from your department chair)
  - Your Center Administrator or your Building Information Coordinator (if on Central Campus)
  - Your students
- 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.
- Please 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/academic-deans/adjunct-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. When you are dropping off a job, please e-mail dkarkheck@jccmi.edu (Dotty Karkheck) 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).
- 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 (x8639 on-campus)
- 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 (www.jccmi.edu/professionaldevelopment)
- 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
HELPFUL BOOKMARKS

- **Adjunct Resources**
  - [https://www.jccmi.edu/academic-deans/adjunct-resources/](https://www.jccmi.edu/academic-deans/adjunct-resources/)

- **Email**
  - [https://www.jccmi.edu/information-technology/e-mail/](https://www.jccmi.edu/information-technology/e-mail/)

- **E-services**
  - [https://www.jccmi.edu/eservices](https://www.jccmi.edu/eservices)

- **Employee Directory**
  - [https://www.jccmi.edu/human-resources/employee-directory/](https://www.jccmi.edu/human-resources/employee-directory/)
UPCOMING PROFESSIONAL DEVELOPMENT

Visit [www.jccmi.edu/professionaldevelopment](http://www.jccmi.edu/professionaldevelopment) for current schedule.

- **Adjunct Learning Day**
  - Saturday, August 26
  - 8:30am-3:30pm
  - Central Campus, BW 145

- **Faculty Learning Days**
  - Wed August 30 to Friday, Sept 1
  - 8:30am-4:30pm
  - Central Campus, BW 145