



CHEMEKETA COMMUNITY COLLEGE

Adjunct Faculty Term Update December 2006

Sponsored by the Opportunity Center for Teaching and Learning

Dates to Remember

Professional Development Opportunities

Difference, Power and Responsibility Instructor Seminar for faculty teaching classes already designated as a DPR course will be two Saturdays, Feb. 3 and 10, 8:30 am – 1:30 pm.

Difference, Power and Responsibility Core Seminar is for faculty developing courses to be designated as DPR courses. Participants will attend six consecutive Tuesdays, January 23 through February 27, 2:30–5:30 p.m. To register call 503-399-5232. Questions about the course go to Patricia Antoine, the Opportunity Center DPR Coordinator at 503-399-6084.

Tech Hub Support and Online Classes

Go to <http://online.chemeketa.edu/faculty/> for specific dates and courses offered winter term. Typical offerings include:

- Introduction to Hybrid Teaching Online Workshops
- WebCT courses for beginners to the advanced user

Holiday and College Closures

Monday, January 15, Martin Luther King Jr.
Monday, February 19, All College Redesign Day
(Day Classes Canceled-All Campuses Closed)

Adjunct Faculty Support

When you have a question where can you find the answer?

First, introduce yourself to the Instructional Staff Secretary in your office building or campus. The secretaries are invaluable resources and can answer many questions and help with technology or preparing for classes. For the Salem Campus, they are:

Bldg. 1, Monica Oizumi (503-399-5211) and Erin Tylosky (503-399-5194); Bldg. 8. Rm. 200, Elaine Isom (503-399-8968); Bldg. 37, Marilee Moore

(503-399-5101); and Bldg. 38, Della Casterline (503-399-5096).

Second, Louanne Whitton is designated as the Opportunity Center Liaison and Adjunct Faculty Support Coordinator. She will continue working with and advocating for Chemeketa's adjunct faculty. You can contact her with questions and suggestions at whil@chemeketa.edu or 503-399-6987 or Bldg.1, Rm. 235.

Finally, listed below are web resources designed to help answer your questions.

The Opportunity Center Web Site is a great resource for all faculty and has specific information for adjunct faculty including information and forms on professional development funding, the evaluation process, syllabus construction, and links to teaching websites (4faculty.org). The website is <http://programs.chemeketa.edu/oppcenter>

Adjunct Faculty Site

<http://adjunct.chemeketa.edu>

SharePoint is the primary communications site for staff. On SharePoint you will find news, directories, calendars, a listing of committees and their minutes, the Faculty Handbook, department links, forms and other important information.
<https://sharepoint.chemeketa.network/sites/teaching>
Emergency Procedures for Salem Campus
<https://sharepoint.chemeketa.network/sites/safety/Emergency%20Procedures/>

Adjunct Faculty Orientations

The Vice President's office and the Opportunity Center will offer mandatory New Adjunct Faculty

Orientations winter term on **Saturday, January 27, 9:00 a.m. to 1:00 p.m., and Thursday, March 22, 5:30 to 9:30 p.m. on the Salem campus.** All new credit, ABE/GED/ESL and High School Completion bargaining unit adjunct faculty are expected to participate in an Orientation. It is



best for new adjunct faculty to complete the Orientation during the first term teaching in order to learn about college policies and vital teaching resources and support. Refreshments are provided and adjunct faculty members are compensated for their time.

Beginning this term, the Orientation is also being offered to experienced adjunct faculty who feel they would benefit.

Pre-register at least two days prior to the Orientation by calling 503-399-5232 or emailing opportunitycenter@chemeketa.edu. If you have questions about the Orientation and its content, please contact Louanne Whitton, 503-399-6987

My Chemeketa E-mail

All students, faculty and employees of Chemeketa have a My Chemeketa e-mail account. Your e-mail address is your My Chemeketa user name followed by @cp.chemeketa.edu. This account remains active unless there is no activity for 365 consecutive days. ***You will receive important communications from the college as well as inquiries from students through this email account. As a Chemeketa instructor, you are expected to check this e-mail account regularly and to use it for all official communications with students.***

Your My Chemeketa email address is listed in the college directory information and students will also find this e-mail address available on the web when looking up or adding courses you teach.

Check Class Lists Early

As the assigned instructor of a course, class lists are available to you through My Chemeketa. Important reasons to check class lists early in the term are:

- Registration errors made by students can be missed if class lists are not compared with those students attending.
- Chemeketa's No-Show Drop policy allows you to drop students who have not attended allowing other students to add the class. Check with your director's office for specific information on No-Show Drop procedures.
- There is a small window of time at the beginning of the term when students can make schedule changes without instructor signatures and also be eligible for refunds.

Also, check your class lists regularly throughout the term against those attending your class. At a minimum, check the list at the beginning of the term, the end of the second week and at the eighth week of the term.

Grade Input

Grade input is done via the Web in My Chemeketa (<http://my.chemeketa.edu>). As an instructor, it is your responsibility to enter grades by the deadline. In order to enter grades. You will need your user name and password to access the site. Contact your director's office if you were not given a login and password. Campus computer labs are also available for your use in entering grades.

Please input your grades as early as possible. Grades that are not submitted by the deadline have an undeserved negative impact on a student's financial aid, transcripts, scholarship and athletic eligibility.

Grading information including grade descriptions can be found in the Faculty Handbook. For complete directions for entering grades, go to <https://sharepoint.chemeketa.network/sites/teaching> or contact your director's office.

Grade Input Dates

October 25 - Faculty web grade input opens and is available until 10 a.m. on December 11.

December 11 - Faculty web grade input closes for input at 10 a.m.

Opportunity Center Resources

Have you stopped by the Opportunity and Curriculum Resource Centers in 9/104 on the Salem campus? You can check out resources from the Opportunity Center library and resource collections that include books, audios, videos, articles, and handouts that can be kept for your personal use. Topics include critical thinking, diversity, classroom management, cooperative learning strategies and more. A complete list of the books, audio and video resources is available on the Opportunity Center web site at <http://programs.chemeketa.edu/oppcenter/>.

HAVE A FANTASTIC TERM!

