



CHEMEKETA COMMUNITY COLLEGE

Adjunct Faculty Term Update Spring, March 2007

Sponsored by the Opportunity Center for Teaching and Learning

Dates to Remember

**Monday, May 28, Memorial Day -
Holiday and College Closure**

**Friday, May 4 – 18th Annual Sara Varnum
Institute for Instructional Excellence: A
Conference for Adjunct Faculty**

Mark your calendar and make arrangements to attend this statewide adjunct faculty conference. This year's theme is *Being a Part, Feeling a Part, Making a Difference*. You will have opportunities to network with adjunct faculty from other colleges and to expand your instructional knowledge and skills. The conference is from 8:30 a.m. to 3:30 p.m. You're invited to attend all or part of the day. The registration fee for Chemeketa adjunct faculty is provided by the Vice President of Academic Services. Check the Opportunity Center website <http://programs/oppcenter/adjunct/adjunctspringinstitute> for conference updates and registration information.

Tech Hub Support and Online Classes

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

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

Teaching Resources

The Opportunity Center Web Site

<http://programs.chemeketa.edu/oppcenter> is a rich resource that has specific information for adjunct faculty including information and forms on professional development funding, the evaluation process and syllabus templates and checklist. It also has links to teaching websites and resources. Add this site to your favorites and then visit www.4faculty.org to review modules to enhance your teaching.

Adjunct Faculty Support

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

Instructional Staff Secretaries

Introduce yourself and ask for their assistance. They 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. 100, Katie O'Neal (503-399-5258);
Bldg. 8. Rm. 200, Elaine Isom (503-399-8968);
Bldg. 37, Marilee Moore (503-399-5101); Bldg.
38, Della Casterline (503-399-5096).

Adjunct Faculty Support Coordinator

Louanne Whitton is the Opportunity Center Adjunct Faculty Support Coordinator. She can be reached at whil@chemeketa.edu, or 503-399-6987, or visit her in Bldg.1, Rm. 235.

SharePoint is the primary communication site for faculty and staff. Accessing SharePoint requires a login and password. If you were not assigned a login and password for SharePoint, please speak with your supervisor. SharePoint includes news, directories, calendars, course outlines, committee minutes, the Faculty Handbook, department links, and numerous college forms.

Adjunct Faculty Orientations

The Vice President's office and the Opportunity Center will offer mandatory New Adjunct Faculty Orientations this term on **Thursday, March 22, 5:30 to 9:30 p.m., Saturday, April 21, 9:00 a.m. to 1:00 p.m., and Thursday, June 14, 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 recommended that new adjunct faculty 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.

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.

Spring Term Grade Input Dates

May 2 - Faculty web grade input opens and is available until 10 a.m. on June 18.

June 18 - Faculty web grade input closes for input at 10 a.m.

Opportunity Center Resources

Have you stopped by the Opportunity Center in Bldg. 9, Rm. 104 on the Salem campus? You can check out resources from the staff 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 staff library resources is available on the Opportunity Center web site at <http://programs.chemeketa.edu/oppcenter/>.

HAVE A FANTASTIC TERM!