# **OCTC Adjunct Faculty 2011**

Main Campus --4800 New Hartford Road 270 686-4400

Southeastern Campus – 1901 Southeastern Parkway 686-4488

Downtown Campus – 1501 Frederica Street 686-4444



# **Emergency Information**

- Call 911 first
- Call Campus Security 316-3111
- Evening Escort Call 316-3111
- Complete an Incident Report and submit it to Sarah Price in the Business Office
- Familiarize yourself with the Safety Handbook
   http://owensboro.kctcs.edu/Studentlife/Security and Parking.aspx
   or located in each building.
- Defibrillators are available in the Humanities Building, Second Floor of the ATC, Southeast campus office, and Downtown campus
- Marc Bohleber, OCTC Security Officer, Phone 28977 from a campus phone



# People and Things about OCTC/KCTCS you might need to know

- Dr. Michael McCall, President, KCTCS
- Dr. Jay Box, Chancellor, KCTCS
- Dr. James Klauber, President /CEO, OCTC 686-3790
   Administrative Assistant Kitt Midkiff 686- 4508
- Dr. Scott Williams, VP of Academic Affairs OCTC 686-4503
   Administrative Assistant Janet McKenney 686-4515
- Sarah Price, VP of Business OCTC 686-4501
- Mike Rodgers, Southeastern Campus Director 686-4481
- Kevin Beardmore, VP of Student Affairs OCTC 686-4504
   Call Kevin regarding questions about admission, testing, etc.
   For problems with students, contact your Division Dean first.



- Bernice Ayer, Financial Aid OCTC 686-4518
- Sandy Carden, Registrar OCTC 686-4536
   Questions about advising, transcripts, grades, course transfer
- Jim Hartz, VP of Information Technology OCTC 686-4630
- IT Help Desk 686-4541
   For all computer problems
- Dorrita Ashley M&O 686-4652
   Need light bulbs replaced, repairs in room, pictures hung, maintenance for anything
- Mary Durr, OCTC Operator 686-4405 (64400)
   Reserve a room for a meeting, check room availability
- Donna Abell LRC 686-4575
   Librarian will get books, articles for you library orientations
- John Lutzel LRC 686-4574
   Reserve computer room in library for testing, class work, etc.



- Linda Taylor 686-4595
   Foundation Office short term student loans for hardship reasons
- Judy Coomes TLC (Teaching & Learning Center) Director 686-4532
   Contact her about students needing help with math, study skills, etc.
- Lorraine Sturgeon 28609
   BlackBoard issues and Professional Development requests
- William Woitke IT 64571
   information to be posted on the OCTC website or website questions
- Lora Waters IT 64580

Request AV

Large print & copy jobs —Put material to be copied in the Rubbermaid tote in the division assistant's office & attach the copy request form.

Sonya Southard -- Bookstore Manager 64523

to order books and other materials.

Please complete the bookstore textbook request form each semester or work through your division assistant.



# Syllabus Template

- http://www.octc.kctcs.edu/Faculty\_and\_Staff
- Scroll down to Academic Resources
- The Template to complete your syllabus will be listed along with other helpful information.

# KCTCS Withdrawal Policy

A student may officially withdraw from any class up to and including the date of mid-term with a W grade. After the date of midterm and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. An instructor shall not assign a student a W for a class unless the student has officially withdrawn from that class in a manner prescribed by the college. The grade of W may be assigned by the College Appeals Board in cases involving a violation of student academic rights or for academic offenses.

http://www.kctcs.edu/students/admissions/academic\_policies/enrollment.aspx



# ADA Syllabus Statement

 Disability Accommodations: Students with disabilities who require accommodations (academic adjustment and/or auxiliary aids or services) for this course must contact the Disability Services Office in the Counseling Center, Campus Center Building, Room 102B. The DSO telephone number is 270.686.4528.Dial 711 for TDD protocol. Please DO NOT request accommodations directly from the instructor without a letter of accommodation from the Disability Services Office.

Students in global on-line classes are to contact their Home College for disability accommodations and inform their instructors. The Home College DSO contact information is located at this KCTCS website:

http://www.kctcs.edu/students/distance\_learning/disability\_services.aspx

Once the student has contacted the Disability Services Officer at the Home College, the Home College DSO will communicate with the student's (continued on the next page)



### **ADA Syllabus Statement (continued)**

instructors and/or the Disability Services Officers at the Delivering College in order to coordinate and/or provide reasonable and appropriate accommodations to the student.

In compliance with federal law, including the provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990, Owensboro Community & Technical College does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its programs or activities: its admissions policies; scholarship and loan programs; athletic and other College-administered programs; or employment. In addition, the College does not discriminate on the basis of sexual orientation consistent with KCTCS nondiscrimination policy. Inquiries or comments regarding these issues should be directed to the Disability Services Officer/504/ADA Compliance, Owensboro Community and Technical College, 4800 New Hartford Road, Owensboro, KY 42303.Telephone (270) 686-4528, FAX (270) 686-4648.



### Contracts

- Temporary Payroll Assignment forms are provided for you by your Division Assistant.
- Please proof, sign, and return these forms to your Division Associate Dean.

### How To Access Rosters

#### Access PeopleSoft

Go to the OCTC website

www.octc.kctcs.edu

In the upper right corner choose Student Self Service which will automatically take you to the PeopleSoft Sign-in. Use your user name and password (for questions contact Craig Miller).

- Select the roster tab on your Faculty Center page.
- You may print from this roster page. The OCTC Registrar will no longer provide a hard copy of this roster. Please print from the roster page.



# Retention Reports

 You will receive an email (your OCTC account)indicating that Retention Reports are to be completed multiple times in a semester. The email will give you instructions and a link. Please complete and submit the report as instructed. These are required!!



### How to Submit Grades

- Go to PeopleSoft and choose the grade roster tab on the Faculty Center page.
- All students' grades must be entered no blanks nor "I" grades. Click "save".
- Go to the top of the roster to check the "approved" box.
- Remember to select the "post" button as your final step.
- Grade books (or a copy of the grade sheets for each class) must be given to the Registrar at the end of the semester.
- □Remember that "I" grades must be completed through the Registrar's Office.
- ☐ You probably will want to print a copy of your grade roster for your records.



# Photocopy & Print Shop Info

- Your copy code last five digits of your SSN. Keep your code confidential.
   There are photocopiers in each building
- Use print shop for ALL large print jobs.
- Plan ahead pick up and delivery is at 1 p.m. each week day. If you need something before 1 p.m. the following day, it must be in the box prior to 1 p.m. 2 days early.
- Extra large jobs such as specialized lab manuals require additional time.
   Your Division Associate Dean must approve all print requests over \$50.
- Print shop bins are available adjacent to the copier in each building.



## Your E-mail Account

- All adjunct faculty will receive a KCTCS email account. It is important that
  you activate and maintain your account as you will receive important
  department-, college-, and KCTCS-related information.
- KCTCS email can be accessed from any computer at <a href="https://webmail.kctcs.edu">https://webmail.kctcs.edu</a>
- You will need an active email account to retrieve your class rosters and submit final grades through PeopleSoft (KCTCS's online human resource management system). A KCTCS User ID and password to are necessary for completion of required Information Technology Usage and Sexual Harassment trainings.
- Note that you will have to change your password every 90 days.
- Students should be contacted through official KCTCS email accounts to insure confidentiality.



# IT Responsible Use Policy

- All employees are required to complete the IT Responsible Use Test each year.
- You will need to access the website supplied by HR through your KCTCS email for training and the test.
- You will need to print and submit the certificate to HR indicating that you have completed the training.
- ☐ The same process will apply for KCTCS Sexual Harassment training.



### Your Blackboard Account

- Blackboard is KCTCS's online course management system.
- Blackboard allows faculty to post announcements, assignments, course handouts, tests, class grades, and other information accessible to enrolled students.
- Access will require an active KCTCS user ID and password (the same used for your email account).
- Adjunct faculty receive course shells for use in Blackboard,
- For assistance consult Loraine Sturgeon or your division assistant.
- □ This is a very good thing for communicating with students when the college is experiencing closings for weather, etc.



### Student Evaluation of Instruction

- All classes taught by adjunct faculty are evaluated each semester.
- Faculty members will be notified by e-mail/campus mail of the scheduled dates for administering the student evaluations. The instructor may request to have the time of the evaluation changed to a time that will better fit the class for the administration of the evaluations.
- A member of the evaluation team will conduct the student evaluation of instruction in each class and return the results to the Academic Affairs Office. The faculty member being evaluated should not be present in the room.
- The faculty member will receive the results of the evaluation from the division dean after the semester is completed and the summary reports are available.



### Student Evaluation of Instruction Questions

- 1. This instructor clearly defines course expectations and my responsibilities.
- 2. This instructor is prepared and organized.
- 3. This instructor is responsive if I need individual help.
- 4. This instructor treats students with respect.
- 5. Active engagement in this course is encouraged.
- 6. Given the nature of this course, information is presented at an appropriate rate.
- 7. Exams are consistent with course material.
- 8. I receive timely, constructive comments about my exams, papers, and/or projects.
- 9. My work is graded fairly.
- 10. I would recommend this instructor to other students.

#### THIS QUESTION IS FOR WEB-ENHANCED COURSES ONLY:

11. This instructor uses web technology effectively in this course.

#### PLEASE WRITE COMMENTS ON BACK OF FORM



### On-Line Access Information

Student Code of Conduct/Academic Rights
 <u>www.kctcs.edu/default/students/admissions/academic%</u>
 <u>20policies/~/media/System</u>
 Office/Academics/studentCode2010.ashx

KCTCS Administrative Regulations
 <u>www.kctcs.edu</u> then select the "Faculty" tab, select the "administrative regulations" option



# Library Information

- Hours: Monday –Thursday: 7:45 a.m. -7:00 p.m.
   Friday: 7:45 a.m. -4:00 p.m.
  - Holidays, semester breaks, and summer hours may vary.
- Location: main campus, first floor of the Learning Resource Center building

http://owensboro.kctcs.edu/library



# Library Services

Library instruction for your classes (John #64574) Reserve L105 or L216 (labs) (John #64574 or Tonya #64590) **AV** issues (Lora #64580 or front desk #64590) (Angela #64466 or Lora #64580) Copy center questions and issues Research help for classes (Donna #64575 or John #64574) **Interlibrary loan materials** (Tonya # 64590) Check status of items requested but not yet cataloged (Ann #64577) Place items on reserve for classes you are teaching (Tonya #64590) Request items to be added to the library collection (Donna #64575) One-to-one assistance on how to use the databases (John or Donna) Library/ID card (Library Staff, #64590)



# Open Computer Labs & Hours

- T-103 Saturday 9 a.m. –1 p.m.
   the student worker can answer basic questions
- CyberCenter

Monday –Thursday: 7:45 a.m. -7:00 p.m. Friday: 7:45 a.m. -4:00 p.m.

Holidays, semester breaks, and summer hours may vary.

SE-216 M-F 8 a.m. –4:30 p.m.
 this lab is unattended



# Teaching Learning Center

- Hours: Monday-Thursday 7:45 a.m. –7:00 p.m.
   Friday 7:45 a.m.-4:00 p.m.
   (operates by LRCs hours)
- Location: Learning Resources Center –back left side when entering from front of building (Teaching and Learning Center –TLC ---signs plus staff/student tutor board displayed)

### **TLC Services**

- Academic Support —staff and student tutoring, particularly in areas of writing/grammar support, math, computer assistance and other academic areas upon request.
- Study Skills and Test Taking
- Proctor Tests Maximum of ten tests per teacher can be in TLC at one time
- Class Presentations/Workshops
- Skills Tutor —online tutorial program



### Final Exam Schedules

#### Fall Semester 2011

All in-class final examinations will be given during final examination period,

#### December 5 – December 10, 2011

- **December 5, Mon. –** MWF 9:00, MW 11:00, 2:00, 4:00, 7:00
- **December 6, Tues –** TR 9:30, 12:30, 3:30, 5:30
- **December 7, Wed --**MWF 8:00, 10:00, MW 12:30, 3:30, 5:30
- **December 8, Thurs –**TR 8:00,11:00, 2:00, 4:00, 7:00
- December 9, Fri All Friday Only Classes at the regular time
- December 10, Sat All Saturday Only Classes at the regular time

All classes that meet once a week will have final examinations at the usual meeting time during finals week.

Instructors will announce the date and time of exams for those classes which meet at times other than those indicated.

Any student with more than two examinations scheduled on one day shall be entitled to have an examination rescheduled. The student must submit a petition for rescheduling in writing to the instructor no later than one week prior to the last class meeting.



### Some General Notes

- <u>Get office supplies</u>: Obtain basic items pens, pencils, file folders, paper, envelopes, white-out, glue, batteries, Scantrons, etc. -- from your Division Assistant.
- <u>Absence</u>: Contact your Division Associate Dean ASAP. It is not our policy to cancel classes. Please have information ready for someone to cover the class session. In the event that a class is cancelled, Blackboard and/or email should be used to communicate with students regarding assignments, etc.
- To Use the Scantron for testing: Have students complete test using answer form. Create your key when creating the test. Mark as "Key". (See top of machine for quick in-service.) Turn the machine on by pressing the "big red button". Run Key through machine first, then each student's test. Run report form, if desired, (this can be very helpful for test analysis.) Turn machine off. Scantron machines are located in S-112, T-112, AC -copy room on the South end of the building, and Southeast campus copy room.
- Mailboxes are located in room 102E of the Advanced Technology Center (ATC)...
- An area for "office space" is located in room 101 of the ATC near the mailbox room.
- The Switchboard is the official "Lost & Found" for the Main Campus.



### Some General Notes -- Travel

- Adjuncts MUST obtain prior approval from the Division Associate Dean regarding any travel.
- Mileage is not reimbursed for use of personal car unless a college car has been requested and is unavailable.
- For in-state travel, to request compensation for meals, lodging for a
  previously approved trip, save lodging receipts but you do not need to
  submit receipts for meals. Submit to your Division Assistant and she will
  prepare the forms for reimbursement.
- <u>Take a trip / Request a car or van</u>: Obtain the appropriate forms from your Division Assistant.. If out-of-state, an additional form is required. Pick up keys in copy room in Administration Building, in back of building on the left as you enter. Cars/vans are kept parked behind Campus Center. Before returning car, fill it up at the Shell station. Credit card will be with keys. Put receipt in key holder, return keys to pegboard by copier



### Some General Notes -- Purchases

- To purchase something needed for teaching your class.
  Talk it over with your Program Director or Division Associate Dean. If approved, your Division Assistant will complete the necessary paperwork and order it for you. Give her the information she needs for order: Company, web address or 800 number, what you want, cost, etc.
- The Division Assistant will be sure to tell vendor we are taxexempt – if they put tax on the bill, it will have to be returned!
- Division Cards cannot and MUST NOT be used for food, drink, gift cards, and many other purchases. Always clear the purchase with the Division Associate Dean or the Division Assistant.



# Thank You for your commitment to students and OCTC

- If you have questions or need assistance, please contact Academic Affairs or any Division Associate Dean.
- Forms and other information are available through your Division Assistant or Associate Dean.