

# ADJUNCT FACULTY NEWSLETTER

Fall 2016

Jefferson  
College



## How to be an Amazing Adjunct

*Dr. Michael Booker*

As an adjunct instructor for six years at two community Colleges in Tennessee, I understand the challenges of being an adjunct. Based on my own experience, here are some things that will make you stand out:

- **Teach Well.** Students expect a quality experience, regardless of whether the class is taught by a full or part-time instructor, so always bring your “A Game” to the classroom.
- **Address the Paperwork.** Return graded materials as soon as possible, and plan ahead so that you have handouts, online quizzes and study guides ready when promised. Students will appreciate your efforts and will have a better learning experience. Teaching contracts, grade reports and weekly attendance reporting are equally important. Timely submission and compliance with due dates for these items is essential and will earn you the respect of those who need these documents in order to meet their own deadlines.
- **Communicate.** No one likes to have their email question ignored. It is generally expected that email will be answered within 24 hours from the date it was sent, unless it is a weekend. Be sure to use your [jeffco.edu](http://jeffco.edu) e-mail for all official communications. If you have several accounts to manage, it is possible to forward mail to a common email account. If you have to miss a class, communicate that as soon as possible to your Division Chair and Division Secretary so that students can be appropriately notified.
- **Utilize Support Resources.** Utilize the staff that are here to support you. Adjuncts often feel like the “Lone Ranger,” but you don’t have to. Full-time faculty are a great resource for instructional assistance, especially regarding curriculum-related questions. The Adjunct Handbook contains contact information. Talk to your Division Chair if you need additional guidance.
- **Use the Textbook.** Textbooks are selected by the faculty as valuable resources to support student achievement of the specific learning outcomes delineated in the Official Course Syllabi. Make sure that your students have purchased the required textbook for the course, and use it appropriately throughout the semester to assist them in learning the material. They will recognize and appreciate your acknowledgement of the textbook as an important learning tool.
- **Be Passionate.** This goes without saying, doesn’t it? You would not be in the classroom if you didn’t have passion for your subject matter and for teaching it. Excitement for learning is contagious--share it with your students.

Last, but certainly not least--know that your efforts are appreciated and that you are a key contributor to the Jefferson College mission of providing high quality education to our students!

# 9/11 Never Forget Mobile Exhibit

The 9/11 NEVER FORGET Mobile Exhibit is high-tech, 53-foot tractor trailer which unfolds into a 1000 square foot exhibit. The memorial provides interactive education, including artifacts such as steel beams from the towers, documentary videos, recordings of first responder radio transmissions and live tours by FDNY firefighters.

The Stephen Siller Tunnel to Towers Foundation created this mobile exhibit in 2013 as a tribute to all whose lives were sacrificed on 9/11. This Foundation honors the memory of Stephen Siller, a New York City firefighter who lost his life on 9/11 after strapping on his gear and running through the Brooklyn Battery Tunnel to the Twin Towers.

Visit [www.jeffco.edu/911neverforget](http://www.jeffco.edu/911neverforget) to make a donation, request a school tour or register to ride in the arrival escort!



*This Exhibit  
is FREE &  
Open to  
Everyone!*

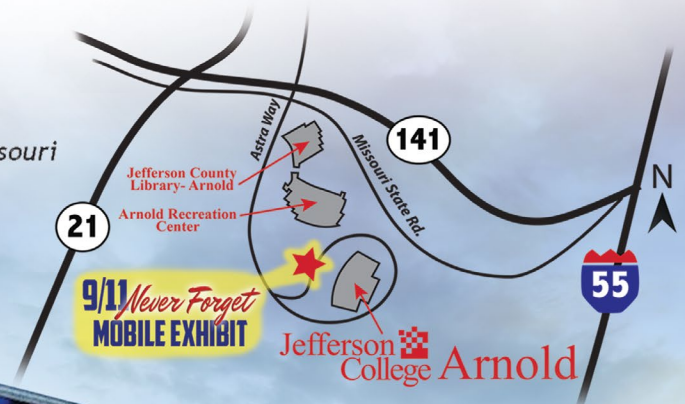
**OCTOBER 3:** Exhibit arrives by escort (see website for time & location)

**OCTOBER 4:** Opening Ceremony, 8 AM

**OCTOBER 4, 5 & 6:** Exhibit open 9 AM – 7 PM



The City of  
**Arnold** Missouri



(636) 481-3636

[www.jeffco.edu/911NeverForget](http://www.jeffco.edu/911NeverForget)

# Library Remodel Update

*Ms. Lisa Pritchard*

[Jefferson College Library](#) is on the move! We are slated for a major remodel with new spaces coming in 2018. We will continue to be here to support your classes, but there are a couple of things to keep in mind:

Fall 2017 will be unusually busy and we will have a temporary shortage of teaching librarians, so please schedule your research sessions early, and make sure we have a copy of your assignments to help us prepare for those sessions. Give us two weeks' notice if you would like for us to teach a research session to your students at any of the campuses.

Most of our 60,000 items will be in storage beginning in October, so make sure that you inform students about the process for requesting books and other materials through MOBIUS, our regional consortium (it takes a week or so for items to arrive via the courier).

The Center for Teaching and Learning (CTL), located on the second floor of the Library, will remain open as a place for adjuncts to work on classes, meet with students, and have access to a computer and printer during the entire fall semester. Come January, the CTL is moving to the Technology Center Building, Room 203 A (that's the conference room next to the Dean's office).

Beginning in January 2017, the Library will have two public use spaces on the Hillsboro campus to serve patrons during the remodel:

- The Tiny Library, Arts & Science I, Room 107E will be the place to check-out magazines, books, DVDs, laptops, and MOBIUS items during the day.
- The Information Commons, Arts & Science II, Room 301 will be available for students who need to use a computer. It will also be open later in the evenings and on Saturdays.
- JCA Library will be available and have even more materials during our remodel, so now might be the time to check-out that space.

We have plenty of [Libguides](#) for the most widely taught classes. Please use these to discover our materials and services, watch instructional videos, and much more. The [Faculty Support LibGuide](#) has information to help you learn about the library, request instruction, and search for articles in the databases.

Interested in the remodel? Check out our [JC Library Remodel LibGuide](#) to keep up with the plans, the construction, and the timelines.



## **Title IX**

*Ms. Kristine Ruth*

Title IX addresses sexual harassment, gender-based discrimination, and sexual violence in all educational endeavors. Members of the entire College community, including female, male, and gender non-conforming students, faculty, and staff, are protected from any form of sex-based discrimination, harassment or violence.

Jefferson College recognizes sex-based discrimination, harassment or violence as a serious campus concern and a violation of the rights and dignity of the individual. If the College knows or reasonably should know about discrimination, harassment or violence, it must take immediate steps to eliminate it, prevent it from affecting individuals further, remedy the harm caused and prevent its recurrence.

All College employees are obligated to report actual or suspected discrimination or harassment immediately with the Title IX Coordinator: Kim Harvey, Vice President of Student Services, [kharvey@jeffco.edu](mailto:kharvey@jeffco.edu), Student Center 205, 636-481-3200. No one, other than the College's designated confidential contacts, may provide confidentiality in these incidents. Additional reporting options may be found on the "R U OK" tab in MyJeffco. For more information, please contact Kristine Ruth, Behavioral Concerns and Student Conduct Coordinator/ Title IX Investigator, at [kruth@jeffco.edu](mailto:kruth@jeffco.edu), Student Center 209, 636-481-3262.

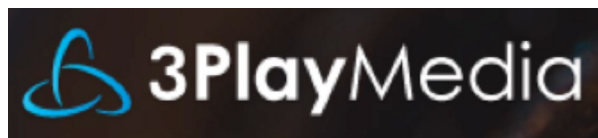
## **COS Changes**

*Ms. Mary Caine*

The College is planning to contract with an external company to handle large volume copying services. The new services are on schedule to be available in September. This may change the way you request copies for your class. To read about the procedure changes, follow this link: [COS Changes for 2016](#).

## **Closed Captioning Video Pilot**

*Ms. Christine Platter / Ms. Lori Kovarik*



To better serve our students and to stay in step with standard practices, Jefferson College has begun the process of captioning all of our online video. We have contracted 3Play Media to perform this service. The 3Play Media service seems fairly intuitive and requires little work in most cases, aside from providing the video via link or upload. Videos can be captioned in 3-5 days and often post back to the source automatically. We are looking for a group of faculty to receive training and pilot the service in the fall. If you use video in your course, either self-made or from an online source, please contact Lori Kovarik at [lkovarik@jeffco.edu](mailto:lkovarik@jeffco.edu) to be included in the trial.

Once the pilot has concluded, training will be offered to all faculty, and we will begin the process of captioning all archived and new video. We hope to have all of our videos captioned within the next 5 years.

# Wellness Initiative

Ms. Donna Allen Freese

## Do You “Know Your Numbers”?

NO...not your cell number, V# or your SSN, rather your “healthy numbers” -i.e. cholesterol, blood sugar, body mass index (BMI) and blood pressure, and weight-key markers of our physical wellness.

You may obtain these numbers at your next physician’s visit, at our annual health and wellness fair, September 14, or from our PTA students/staff on Tuesdays from 2:00-4:00 p.m. and Friday from 10:00 a.m. to noon. It’s important that you know your numbers and understand what they mean. By keeping those numbers within a healthy range, you can greatly improve your health.

### IDEAL Health Numbers:

#### Cholesterol:

Total: Less than 200 mg/dl

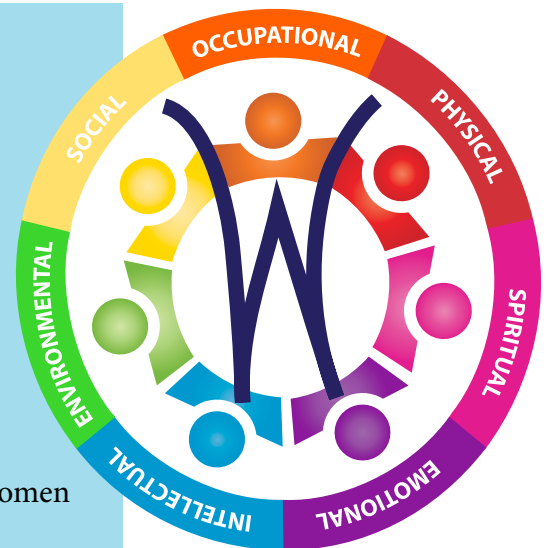
- LDL (bad): Less than 100 mg/dl
- HDL (good): Above 40 mg/dl for men  
Above 50 mg/dl for women

**Triglycerides:** Less than 150mg/dl

**Blood Pressure:** Less than 120/80

**Body Mass Index:** Between 18.5 and 25.0

**Waist Size:** Less than 40 inches for men / Less than 35 for women



## Here are the three main things you can do to impact how your numbers:

- **CHOOSE Well**  
Choose lean, green, fresh when possible, and be cautious with sugar, sugar substitutes, alcohol, and pre-packaged and processed food. [www.choosemyplate.gov](http://www.choosemyplate.gov)
- **LIVE Well**  
Live an active lifestyle by incorporating movement into your day. It takes effort to overcome a sedentary environment and create a daily routine. Take advantage of your FREE access to our Fitness Center, Olympic-sized pool, and complimentary Group Fitness Program that features a variety of multi-level classes or simply incorporate more walking into your daily life.
- **BE Well**  
Health goes beyond what you eat and how you move. Lifestyle factors such as stress relief, cultural immersion, healthy relationships and personal growth also play a role in your overall health. All of these things contribute to levels of mental, social and emotional health—which can actually impact your physical health numbers. Finding the right work-life balance, along with making healthy lifestyle choices can be a challenge, but the proof is in the numbers!

Choose **WELL**

Live **WELL**

Be **WELL**

## Center for Teaching and Learning

The CTL is proud to welcome its new Director, **Dr. Cindy Rossi**. As Director, Dr. Rossi will be coordinating faculty workshops and mentoring new faculty. If you have ideas for workshops, or would like to lead a workshop, lunch and learn, or book club discussion, contact Dr. Rossi at [crossi@jeffco.edu](mailto:crossi@jeffco.edu).

The CTL is also proud to welcome **Dr. Amy Kausler** as its new Director of Service Learning. Dr. Kausler will be coordinating the service learning program here at the College. If you are interested in creating a service learning project for next semester, contact Dr. Kausler at [akausler@jeffco.edu](mailto:akausler@jeffco.edu).

### JC102

*Ms. Lori Kovarik*

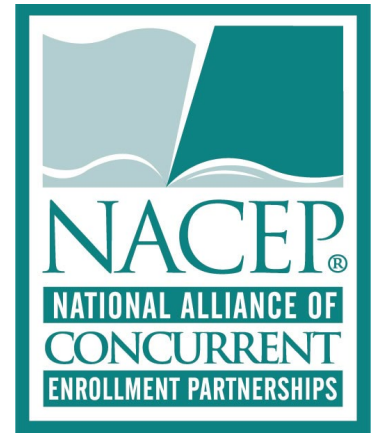
JC102 is a fully online professional development session that allows faculty to overview several topics pertinent to education and dig deeper into one of them. This course runs a couple of times a year and takes about 10-15 hours to complete. A stipend is awarded for successful completion of this course. The next session of JC102 runs from 10/10 to 10/31/16. If you would like to take this course, please contact Lori at [lkovarik@jeffco.edu](mailto:lkovarik@jeffco.edu).

### NACEP

*Dr. Shirley Davenport*

National Alliance of Concurrent Enrollment Partnerships (NACEP) Accreditation

After undergoing a rigorous self-study and application process, the Jefferson College Dual Credit Program has been awarded accreditation through the National Alliance of Concurrent Enrollment Partnerships (NACEP). NACEP accreditation is nationally-recognized as a hallmark of quality for dual credit programming. The NACEP standards help ensure that dual credit course content, instruction, and enrollment criteria are well-aligned with the expectations for credit-bearing coursework offered at the College campus. Nationwide, only 15 higher education institutions were awarded the accreditation this year, placing the Jefferson College dual credit program among an elite group of dual credit partnerships.



The NACEP self-study process was a collaborative effort, with participation from Jefferson College faculty and instructional staff, as well as student service representatives. However, we could not have achieved this honor without the assistance of our high school partners, including the dual credit adjunct faculty at our concurrent enrollment partner high schools. We would like to send a “thank you” to our adjunct faculty at the high schools for their commitment to quality instruction and a special “thank you” to History adjunct faculty member and NACEP Liaison Lisa Armbruster for her key role in coordinating the accreditation efforts.

We look forward to advancing our dual credit partnerships in the future as we work together to provide quality services and programming for our dual credit students and support for our dual credit adjunct faculty.



# Blackboard

## Blackboard Null grades

*Ms. Lori Kovarik*

Entering grades in Blackboard is very helpful for students to track their progress in your course. However, it is important that you enter a grade in each cell once the assignment due date has passed- even if the student did not turn in the assignment. When the grade cell is blank, it is known as a null grade- that is, the missing assignment is not taken into account in the student's total column. This leads to confusion if the student assumes his or her total column has taken all past assignments into account.

For example, Annie has turned in three of the four assignments (and received full points) in a class where all assignments are worth 25 points.

If the missing assignment is left blank, Annie's total will show 100% in the course.

If the missing assignment has a zero grade, Annie's total will show 75% in the course.

Students often try to calculate their grade using the total column and are then confused when their grade comes back significantly lower than their calculations. This can cause a grade dispute. So remember to always enter a grade, and if the student turns in late work the current grade can be overridden. Please contact Lori if you have any questions at [lkovarik@jeffco.edu](mailto:lkovarik@jeffco.edu).

## Blackboard Weighted Grades

*Ms. Lori Kovarik*

In the Blackboard gradebook, you may choose to set up and use the Weighted Grades column. If you do, make sure to double check the column's calculations. You can do this by downloading your gradebook into excel and calculating the grades there. To download the gradebook, go into the full grade center, and on the right, click Work Offline > Download > Full Grade Center > Submit. Double checking Blackboard's calculations will ensure you understand how the grade has been calculated by Blackboard.

## New Division Chairs

*Ms. Lori Kovarik*



### **Terry Kite**

Jefferson College is pleased to announce the promotion of Dr. Terry Kite to Division Chair of Social Science and Business. Terry has been an Associate Professor of Teacher Education, with the College, since 2008.

Terry's primary responsibilities will include strategic planning, budget management, personnel administration, scheduling, program and faculty development, assessment of learning outcomes, and advancing the quality of instruction; he will also teach one class each year. He is replacing Dr. Sandy Frey. Terry can be reached at extension 3273 or [tkite@jeffco.edu](mailto:tkite@jeffco.edu).



### **Robert Brieler**

Jefferson College is pleased to announce Dr. Robert Brieler as the new Division Chair of Math and Science. Previously, Robert taught Mathematics full time at St. Louis Community College.

Robert's primary responsibilities will include strategic planning, budget management, personnel administration, scheduling, program and faculty development, assessment of learning outcomes, and advancing the quality of instruction; he will also teach one class each year. He is replacing Ms. Linda Abernathy. Robert can be reached at extension 3337 or [rbrieler@jeffco.edu](mailto:rbrieler@jeffco.edu).