

April 30, 2009

Dear Adjunct Faculty,

As I peer out my windows this morning at a beautiful winter scene (pine boughs heavy with snow, a white winterish wonderland and the sounds of tires skating through slush) it doesn't seem quite like the end of spring semester. My mind screeches to a halt as I remember that I should be seeing a rainbow of tulips and hyacinths, newly green leaves gently shaking in the breeze and lilac bushes spilling out scented blossoms.

But, here we are- with snow on the ground and finishing up our last week of classes for the semester! Perhaps this is just the weather we need to find the motivation to start (or finish up) that bit of grading we need to do before the semester ends. For those of you not faced with a wintry scene as you gaze out your window today, perhaps that motivation will linger along on a spring breeze. Whatever your motivation to finish your courses up for the spring, please remember that final grades are due to the registrar's office no later than Monday May 11 at 5:00 pm.

The end of spring semester brings with it a sense of happiness and pride as we prepare for our graduation ceremonies. All adjunct faculty are invited to attend graduation. This year's graduation ceremony is on Friday, May 8<sup>th</sup>, in the Mansfield Theatre of the Great Falls Civic Center. Doors will open to the public at 1:00 pm, and the ceremony will commence at 2:00 pm. The ceremony will last a little over one hour and will be followed by a reception in the Missouri Room. Adjunct faculty wishing to sit with other faculty and staff from the College during the ceremony who will be wearing gowns should meet with the faculty in the lobby area of the Civic Center at 1:30 to line up. You will follow the faculty into the theater and sit with them in a reserved area toward the front of the theater and to the side of our grads. For parking information, please see the attached map. Please do not park in the areas marked by the shaded box on the map. You may use River Road to access the Mitchell Pool parking area and the Civic Center West Parking Lot.

The end of the semester also brings to mind planning for future semesters. Summer Letters of Appointment have gone out and the deadline to have returned those has passed. If you have not yet returned your Letter of Appointment for summer please do so as quickly as possible. Letters of Appointment for fall semester will also be going out shortly. It will be essential that you return those as quickly as possible so that we may attach your name to any assigned courses in our Banner system. This is especially important for those of you teaching online courses because you will not have access to your older WebCT shells after June 15. If you need to export files or quizzes from WebCT you'll need access to the new system, Desire 2 Learn, well before that date. You will not have access to your course in Desire 2 Learn until your name has been

attached to your assigned course in Banner. With the new system there is no need to request a course shell as we had to with WebCT. Every course in Banner has a D2L course shell automatically created for it.

Seats for the Desire 2 Learn “Boot camp” are filling up fast. The Boot camp will be held on May 11 and 12. These will be the last training sessions offered in a group setting before summer semester begins. It is strongly recommended that anyone using the online platform and who has not had training on D2L attend these sessions. The 6 sessions held during the spring semester are also archived and exist in the Faculty Resource Course that is currently in Desire 2 Learn. Any adjunct faculty currently listed on the Banner system and who has logged in the Desire 2 Learn has access to this course. If you need help accessing the system for the first time or wish to sign up for the Boot camp, please contact Karen Vosen at [kvosen@msugf.edu](mailto:kvosen@msugf.edu) or 406-771-4440. All sessions have been available virtually and you may ask about this in relation to the Boot camp if you teach from a distance or are unable to make it to campus.

Also, please remember as you do your planning for summer and/or fall courses to schedule around campus holidays. Please see the academic calendar for those dates where no classes will be held. Please remember that you should not schedule assignments to be due on days where there are no classes on campus, even if your class meets in the online setting.

Those of you completing the application process for the Class 8 licenses to teach dual credit courses should be working on Part C. Several campus and Division representatives will have time set aside to verify the “evidence” requested in Part C of the application in Heritage Hall all day on May 7. Adjuncts that can make it to campus at some point during this day to deliver their materials should do so. Meetings for verification will happen on a first come/first served basis, so I encourage any adjuncts needing to schedule an appointment to schedule one with me. At this point I am the only person scheduling verification meetings. Anyone who is not able to make it to campus for verification purposes should have “Part C” materials to me no later than May 5 at 5:00 pm.

The Annual Employee Recognition Luncheon will be held on May 11 from 11:30- 1:30 pm and you are invited to attend! The event will be held in Heritage Hall on campus.

I believe that wraps up everything I have for now! Thank you all for a wonderful semester and please let me know if you have any questions, comments, ideas or concerns!

Sincerely,

Kim Schrenk

Director of Adjunct Instruction

MSU – Great Falls College of Technology

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406-771-4422

### Civic Center Parking Information and Map

