

February 17, 2010

Dear Adjunct Faculty,

Hopefully you all enjoyed a nice 3- day weekend and caught up on some to-do's, projects or just relaxed! Time is flying by as it always seems to and spring feels like it could be just around the corner! Here are a few reminders for you as we inch closer to the middle of the semester:

Adjunct Advisory Committee- The adjunct advisory committee meeting on Feb 5 had 16 adjunct faculty in attendance! This was a great turnout and I was thrilled to hear your comments and ideas! The next meeting will most likely occur sometime in May (no date set yet). Also- a thank you to those of you who completed the Adjunct Feedback Survey- your comments will be helpful!

CCSSE- This is a survey given out to students in randomly selected face-to-face classes (not every class). The anticipated date for these to be conducted is right after spring break. The surveys take about 45 minutes or so to complete and will take a chunk of class time. If you are contacted to have the CCSSE completed in your class, please respond promptly to get this scheduled and so you can rearrange your plans, if needed. This survey is very important to our campus.

Phase III Outcomes Forms- These seem to be coming in at a pretty steady rate. If you haven't submitted yours to your **division** yet, please do so very soon. If you have questions about these forms, please don't hesitate to ask or call/stop in for some assistance. So far, the response with these forms from adjuncts has been great! Thank you for completing them!

S.O.S.- Just a short reminder to submit referrals to students who are frequently absent, missing work etc... who have not responded to your contact or requests (important for you to do this first). The referrals should go to Courtney Johnsrud.

Emails – This is somewhat of a standard reminder to please continue checking your @msugf.edu emails. There has been some confusion lately regarding D2L email and your msugf email account. These are separate accounts. Information from various people around campus (regarding students) will be sent to your @msugf.edu email account.

Email Difficulties- Email passwords require a reset every 120 days. If you find yourself locked out of your email, please try changing your password. If you run in to difficulties with your email, **please submit a helpdesk request**. You can do this by calling 406-771-4433. The helpdesk is open whenever the building is open during the week and on weekends. Contacting the helpdesk will generate the quickest response because it creates a ticket that can be tracked. Some of you may have contact information for various individuals on campus and may have been working with them to resolve email issues. Please keep in mind that this may not be the most efficient method of initially seeking help. Because of changing schedules, weekends and inconsistency with voice mail, etc... I encourage you to please submit a ticket to the helpdesk. To submit a ticket, please call them. This also allows our IT department to follow up on requests as they are able and track progress on these issues.

Midterm Grades- We have some time before these are due but I thought I'd remind you about them now to get you thinking ahead (and because I will not be here during that time to send out a reminder). Midterm grades are due on March 22, which is after spring break. As for all submitted grades, please list the dates of last attendance for students who are failing. If a student has not showed up to your class, please list the day before the semester started (1/12/2010). Please don't skip out on entering dates as they are used by our Financial Aid and Registrar's offices.

Spring Break – Spring break will be coming up shortly! Spring break will occur March 15- 19. Please make sure that no assignments are due during the break and that your students have at least one of those weekends (either before or after) without assignments due. The calendar committee may make some revisions to the weekends surrounding the break, and if so, will send a campus-wide email. Campus will be open during that time. Missouri River Break will also be going on starting the Friday before and through the first weekend. Fliers for MRB were emailed to you last week. You can also look for ads in the Great Falls Tribune.

Faculty Development and Orientation Requirements- The clock for having this completed is ticking away quite quickly. Verification is due to me no later than 5:00 pm on Feb 22. I will be sending information to payroll regarding stipends on Feb 23 and the pay should appear in your paychecks by March 12! I am proud of the different activities our adjuncts have taken part in so far this semester! It has been great for me to know about the things you are doing outside of the classroom. I will be sharing this information with others! This type of connection can be very beneficial to the success of our students! GREAT JOB!!!

While I am Out- Some of you may be wondering who you should contact while I am out on leave. The last day I am "planning" to be in the office is March 5. I plan to return on May 3. If you should have questions or concerns while I am out, please don't hesitate to contact your divisions. You may feel comfortable contacting a program director, department chair, division director or administrative assistant. The following is a list of names with phone numbers.

<u>Business, Trades and Technology</u>	Jeff Brown, Division Director	771-4381
	Pam Buckheit, Admin Asst.	771-4391
<u>Arts and Sciences</u>	Bill Krieger, Division Director	771-4372
	Lee Anne Gills, Admin Asst.	268-3705
<u>Health Sciences</u>	Greg Paulauskis, Division Director	771- 4361
	Jodi Howard, Admin Asst.	771-4350
<u>Extended Learning (Distance and Outreach)</u>	*Ryan Schrenk, Division Director (out March 8- April 5)	771-4444
	Deb Richerson, PCE Coordinator	771-4303
<u>Adjunct Faculty Senate Representative</u>	Teri Dwyer	771- 4413

Assistant to the Chief Academic Officer

Lorene Jaynes

771-4301

Thank you all for making this semester a great one for our students! I hope February comes to a seamless conclusion for you and that all remains well. Please feel free to stop by, call or email with suggestions, questions or just to chat.

Kim Schrenk

Director of Adjunct Instruction

MSU – Great Falls College of Technology

406-771-4422