

March 19, 2009

Dear adjunct faculty,

Do you have spring fever yet? I'm pretty sure I do! The weather seems to be toying with our desires to throw our winter-wear back in the closet, roll out the BBQ grill, and dust off the patio furniture. Spring is just around the corner!

Not new, but definitely important news/reminders:

- A reminder that following the return of students to classes after the break, midterm grades will be due to the Registrar's office no later than March 23. Tom Degel sent out a reminder and information on how to submit those via Banner Web.
- There are several professional development and training opportunities available throughout the semester. More information can be found on the adjunct webpage. <http://www.msugf.edu/facultystaff/Adjunct/index.htm>

Courtney Johnsrud has put together a series of sessions helpful to instructors regarding various student-related topics. The Distance Learning office has a series of sessions geared toward getting instructors up and running on the new system. If you will be teaching an online course or have an online component to your face-to-face course, please be aware that WebCT will no longer be available after this semester. Our campus will be using Desire2Learn as our learning management system. Professional development sessions on D2L are available during the day, evening and via webcast (either live or archived). If you use online tools to teach your courses, your participation in these opportunities is strongly encouraged.

"New" news/reminders (and also important):

- A reminder from the Payroll Office: Please get in touch with Kathy Haggart ASAP 1) if you are a member of MT Teachers Retirement System (TRS) and have decided to retire or 2) if you take a job with GFPS (or other MT school) and mandatorily become enrolled in TRS. These questions are asked as each new adjunct is hired, but some of that paperwork is very old and situations may have changed over the years. If an employee is a member of TRS with another employer, our payroll office is required to withhold TRS retirement from your earnings regardless of how much or how little you teach for us. Also, if you are members of TRS, you cannot also be a member of TIAA-CREF. Kathy would

welcome a phone call or e-mail from anyone if you have questions or changes regarding contributions toward retirement.

- A reminder from other faculty on campus: Please make sure you are cleaning up your classrooms after your class- wipe off the white boards, put chairs back where they were, etc... this readies the room for the next class. If you experience any difficulties with your room please let your Department/Division know.
- Class 8 licensure for dual credit is upon us. Our Associate Dean, Dr. Heidi Pasek, sent a memo out about this several weeks ago. Please don't delay in completing this process as it can take awhile for fingerprint checks to come back from the FBI. If you have any questions about it, please let me know. Don't forget to submit your reimbursement forms for the costs to Lorene.
- MSU- Great Falls is doing a redesign of the campus webpage! The goal is to have the new design "live" by the end of the semester. I think you'll like what you see when the live version is unveiled!

And, I think that is all of the news I have to share with you for now. ;-) I always find myself in disbelief that the semester is going by so quickly and we are on the downhill slide toward the end of the semester! I enjoy the conversations I've had with you via email, on the phone and in-person so keep them coming! Thank you again for all you do for MSU – Great Falls!

Kim Schrenk
Director of Adjunct Instruction
MSU – Great Falls College of Technology