

ADJUNCT FACULTY NEWSLETTER

Spring 2016

Jefferson College

JC102: An Online Professional Development Opportunity

JC102 is a professional development opportunity for faculty administered online through Blackboard. The course is expected to take approximately 10 to 15 hours, and upon completion of the course, you will receive a stipend.

The next session of JC102 will run 2/11/16 to 3/3/16

What is covered in this course?

This course touches on many areas relevant to faculty, and includes an in-depth project to explore an area of interest.

- Helping students succeed in the first four weeks
- Implementing a service learning project in your class
- Expanding Blackboard knowledge through intermediate tasks
- Addressing disruptive student behaviors in the classroom
- Exploring open education resources
- Identifying academic dishonesty

How do I register and access the course?

To register for the course, contact Lori at lkovarik@jeffco.edu, or contact your division chair.

Once you are registered, you will receive email confirmation through your Jeffco email address. All communication about this course will come to your Jeffco address, so be sure to check it regularly!

To access the course, login to Blackboard and click on the JC102 course.

Jefferson College Proposed Placement Policy

Effective November 30, 2016, the Compass placement test currently used by Jefferson College will no longer be available as per ACT, Inc. As such, the college's Student Learning & Support committee has been working to craft a proposed Placement Policy for that time when Compass can no longer be used.

The Student Learning & Support committee posted a campus announcement seeking volunteers to serve on a Placement Task Force. Thirteen members came forward representing a cross section of the college, including Arts and Science faculty, CTE faculty, Student Services representatives and Administrative staff. Members of the Placement Task Force reviewed current research, attended vendor presentations, and attended a statewide Missouri Developmental Educators Consortium (MoDEC) meeting on the topic.

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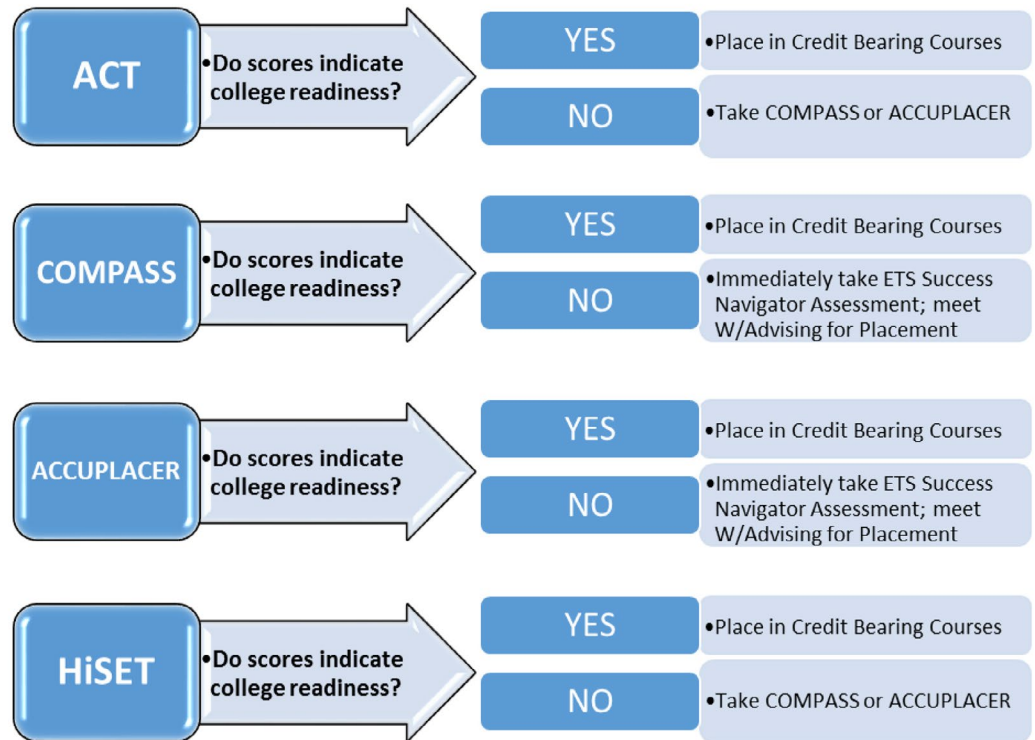
The Task Force submitted the proposal outlined below to the main committee, and a general timeline was developed. On January 26, 2016, the proposed policy was presented to the President's Leadership Council.

In general, students will have 4 paths for course placement. The graphic to the right illustrates those pathways. The current placement scores can be found [here](#) at the College's website.

Jefferson College will continue to use the statewide mandated college readiness scores for ACT, Compass and Accuplacer tests. Placement scores will continue to be valid for 2 years, and the current Multiple Measures Appeals process remains in place ([p.30 2015-16 College Catalog](#)). Once implemented, the new Placement Policy will be reviewed for effectiveness.

Questions may be directed to your Division Chair or to the Student

Learning & Support Chairperson, Betty Linneman (blinnema@jeffco.edu or extension 3154).



The Importance of Keeping Accurate Attendance & Participation Information

Students who attend Jefferson College and are receiving federal financial aid funds earn those funds by attending or participating in their classes for the entire period for which assistance was awarded. If students never begin class, they are not eligible for the funds. If they attend but do not complete the term, they have to return funding based on a pro-rated schedule. The attendance and participation records provided by faculty make these calculations possible.

As an institution that distributes Federal Financial Aid under Title IV of the Higher Education Act, we are required by law to abide by specific regulations. Failure to conform to these rules can result in the loss of our ability to distribute financial aid. Part of the regulations require Jefferson College instructors to confirm that students begin attendance in each course. If there is no record of participation, the student is considered to have not begun attendance for financial aid purposes. Students then do not establish eligibility for financial aid funds related to that course. Additionally, Jefferson is required to take attendance for each student, and as such, we must use the last date of an academically related activity to determine a student's official or unofficial withdraw date.

It is vitally important to the students and the college that these attendance and participation records be maintained accurately and on time. Failure to report the data on time may cause the student to receive a letter from the college indicating that financial aid funding is being recalculated based on attendance information provided by their instructor. If a student withdraws from a class and the last date is improperly recorded, the overawarded funds may have to be returned by the student.

Jefferson College, since the implementation of the Student Participation System, has had very good response by faculty. Keep up the good work. It is of great service to our students and the college.

Title IX Compliance

Jefferson College is committed to maintaining a discrimination-free work and learning environment for all students, staff, and faculty. Every employee plays an important role in Title IX compliance by reporting sex and gender discrimination incidents involving students that include sexual harassment, sexual assault, bullying, stalking, and related behaviors. All employees are required to report Title IX incidents.

Members of the college community who become aware of Title IX violations are encouraged to file a Maxient Incident Report (on the employee tab in MyJeffco) and contact the campus Title IX Coordinator, Julie Fraser, the Associate Vice President of Student Services, Student Center Room 205, 636.481.3200, jpierce@jeffco.edu.

Texting in Blackboard

Blackboard now offers you the capability to text students enrolled in your course! If you have a quick announcement or need to send a reminder about an upcoming test, you can send a text, announcement and email at the same time.

To begin sending texts, make sure the text feature is on under Tool Availability in your Control Panel. The tool is called Regroup SMS Application- make sure the radio button next to it is checked.

Once the tool is turned on, you can access the text tool from the Control Panel. Under Course Tools, go to Send Text message. You can choose to send the text to all course users, or select students.

The text message box looks like this:

1. Text Message Information

To: Lori Kovarik; lk test;

Invalid Phone: Blackboard Administrator; Blackboard Administrator_PreviewUser, ?

Invalid Email: NONE ?

Text Message:

(160 characters remaining)

Send Via: Announcements ? Email Text Message

2. Send

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel **Submit**

You will type your message into the Text message box, and hit submit to send. Only students who have opted in to the Viking Text message service will be able to receive text messages. The students listed under invalid phone will not receive the text. If you have students listed here, make sure to check the radio box for email or announcements to be sure they will have access to the message.

If you have any questions, contact Lori at lkovarik@jeffco.edu.

Additional Attempts and the Gradebook

If you find that students are having problems submitting their work because Blackboard only allows one attempt, here are a couple of ways to allow them to resubmit.

When you set up the assignment, you can specify the number of attempts you would like to allow under Submission Details. You can choose 1 attempt, unlimited attempts, or specify the maximum number of attempts a student can have. If a student messes up their first submission you may want to give them an automatic re-do. When you allow multiple attempts, you will see each attempt- the files are saved and each attempt will show under 'Needs Grading.'

If you would prefer to allow only one attempt, you can go in and clear a student's attempt and allow them to resubmit. In the full grade center, click the chevron on the box that will hold the student's grade, and click View Grade Details. You will see the student's attempt and can click the Clear Attempt button to clear it. This will delete the attempt from Blackboard, and the student will be able to submit their work again.

If you have any questions about these processes, please contact Lori at lkovarik@jeffco.edu.

Center for Teaching and Learning Opportunities

Following is a list of Center for Teaching and Learning (CTL) sponsored events for this semester. Events are scheduled and email are then sent to all faculty. Keep a watch on your email for more date, time and location information.

February Reading Circle Celebrating Black History Month
Chris Otto, Professor of English, will lead us in a discussion of *Between The World And Me* by Ta-Nehisi Coates. Discussions will be held in the CTL at 1 p.m. on Friday, February 19 and February 26.

Later this spring Maryanne Angliongto, Professor of Physical Science, will lead a **book discussion on *Playing Big* by Tara Mohr.**

All faculty members are invited to participate in the **Reading Circles**. Watch for an email about the Reading Circle discussions and register for a free copy of the book.

Watch for these "**Lunch and Learn**" or "**Cookies and Conversation**" events later this semester. An evening session will be scheduled at JCA with a light evening meal, also.

- *Using Student Owned Technology In Class*
- *Online Etiquette*
- *Continuing Our Discussion Of Disruptive Student Behaviors*

All faculty and students who have participated in Service Learning during the 2015-16 Academic Year will be recognized in a "**Celebrate Service Learning**" event later this spring. The event is open to all students, faculty, and staff.

Contact Christy Cornelius, ccorneli@jeffco.edu with questions about CTL sponsored events