



Adjunct Faculty Academic Calendar

April:

15 All Adjunct Faculty Awards Banquet
Curtiss Hall Banquet Rooms
5:00 PM

22 Classes End

24-29 Final Exams

May 3 Grades due by noon

Workshops:

7 Canvas - Gradebooks, Assignments and Rubrics
1:00 PM, C150

12 Lecture Capture: Echo360
11:00 AM, C 150

15 Canvas - Modules
10:00 AM, C 150

Register for these workshops and more at:
svsu.edu/workshops

Important Matter

Have you responded to the Adjunct Faculty Needs Assessment? If not, please do so by going to:
<https://www.surveymoz.com/s3/2666234/Adjunct-Faculty-Needs-Assessment-2015-16>

This Needs Assessment helps us plan our programming and it, also, helps us inform the Colleges and Departments of your needs. Please do it today!

Windows 365 and Outlook

In case you haven't read your email lately, the University is adopting Office 365 as its suite of office productivity products. There are many wonderful tools in Office 365 that are going to be showcased on Monday, April 4, 2016 in Ott Auditorium. These showcases, or "buzz sessions," will highlight Outlook, the new email system we will be using, as well as other elements of Office 365, including OneDrive for Business and how to manage a modern meeting!

If you are interested in attending any of these sessions, you are welcome to bring your laptop, tablet, and smartphone to try some of the features that the trainer will provide in the overview of the capabilities of Office 365. You may also attend as many sessions as you wish. The following is the schedule for this event below:

Monday, April 4 – Ott Auditorium

8:30 a.m. - 9:30 a.m.	Office 365 Overview
10:00 a.m. - 11:00 a.m.	OneDrive for Business
1:00 p.m. - 2:00 p.m.	Outlook 2013 and Web Access
2:30 p.m. - 3:30 p.m.	Managing a Modern Meeting

You may register for this event at www.svsu.edu/workshops, however, you do not have to register to attend. Feel free to drop in to any or all of the sessions. Additional information and ongoing updates can be found on the portal Office 365 page.

Adjunct Faculty and Outlook

All faculty will be migrated to Outlook on May 16th. You will know that your email has been migrated from Zimbra because your last Zimbra email will tell you about the migration and provide directions to access Outlook account. There are various ways to open Outlook. If you have Outlook on your computer, you can configure it to open your SVSU email. Otherwise, you can open the web-based Outlook by visiting email.svsu.edu in a browser of your choice. There you will be asked for your SVSU username and password. All old emails will be migrated to the new system and once you are moved to Outlook, all of your new emails will land there.

Look for further information regarding the Summer Institute offered in August which will have an opportunity to get training on the use of Outlook.

Higher Learning Commission and New Accreditation Guidelines

Saginaw Valley State University's instructional faculty (including adjunct faculty) are required to meet guidelines established by SVSU's regional accrediting body, the North Central Association of Colleges (NCS) and Universities and the Higher Learning Commission (HLC). Last year, HLC added a new guideline requiring any university, which is accredited by HLC, to identify qualified faculty members primarily by educational credentials, however other factors may be considered. These other factors may include licensing, work experience, recognition in their field, or research. This new HLC guideline focuses on the minimum qualifications for all faculty: full-time, adjunct, temporary, and non-tenure track.

The revised guidelines are as follows:

- Those faculty teaching general education courses, which are defined by HLC as courses that "transfer," must have a master's degree in the discipline of instruction or a master's degree plus 18 semester hours of graduate level credit in the discipline of instruction.
- Both full-time and adjunct instructors of record (teaching faculty) must possess the appropriate credentials in the respective teaching discipline and meet or exceed the minimum requirements of SVSU's and NCS HLC policy.

Institutions, like ours, who are up for review after Sept. 1, 2017, will be expected to comply with these guidelines.

The Office of Adjunct Faculty Support Programs has been working with the Office of Academic Affairs, the Colleges and Departments, and Human Resources to develop a seamless protocol for adjunct faculty to meet these new requirements. SVSU's adjunct faculty hired after 2009 will not have to do anything. However, those adjunct faculty hired prior to 2009 will be submitted to a background check to ascertain degree qualifications. These faculty will receive an email from Hire Right in their SVSU email account to initiate the required background check. For these faculty it is important that they check their SVSU email account (including your junk/SPAM folder) and reply quickly. Any information Hire Right requests should be answered specifically and to the point. Should you have any questions about this process please, as always, feel free to call us at 989-964-4050.

A Different Kind of Course Evaluation

At the end of every semester, faculty are required to administer course evaluations which contain standardized questions that are summative. Such evaluations don't elicit responses that will necessarily tell us how we can help our students learn more effectively. So, in addition to having your students complete the required evaluation, consider creating a formative assessment to help you understand how you can help your students in the learning process. This formative assessment could consist of open-ended questions such as:

In this course,

- *it would have helped my learning of the content if...because...*
- *the kinds of homework problems that contributed most to my learning were...because...*
- *I was most willing to take risks with learning new material when... because...*
- *the biggest obstacle for me in my learning the material was... because...*
- *what I think I will remember five years from now is...because...*

Such an assessment might surprise your students because it asks them to discuss their learning process by asking them to be course consultants. It also helps students as they reflect upon their learning experiences.