

**New Adjunct Faculty On-Line
Orientation**

Welcome from the Vice Chancellor for Educational affairs

Mission Statement

Vision Statement

What is effective teaching?

Faculty Support Services

District Grading System

Instructional Quality Standards

On-Line Services for Faculty

District Educational Affairs Administrators

Campus Administrators

Vice Chancellor's for Academic Affairs Welcome Letter

Dear Faculty Member:

It is my pleasure to welcome you to Wayne County Community College District, the fastest growing community college in the nation. We are a multi-campus, urban/suburban institution serving thirty-two communities within Wayne County, Michigan. I am proud of the leadership role that we now play within the nation, the state and our county and understand the indispensable role that you play in the intellectual growth and development of our students.

Your commitment and dedication to our students is what makes this District lead the way towards the transformation of this states' economy. Our enrollments have grown in direct response to the needs of our communities, which represent a culturally rich and diverse population.

It is well documented in the literature, that the relationship that you have with the students has the greatest impact on their persistence and retention to the attainment of their educational goals. How you manage the teaching and learning in your individual discipline, with the technological enhancements we have at our disposal, enlivens the classroom and brings the subject matter to each student with their varied learning styles. How you empower and stimulate the student to engage the course material will determine their success.

Each campus and the District office are at your disposal to aid you make your classroom experience one that the students will never forget. Community colleges have been called "democracy's colleges". Having said that, I invite you to be an active participant in helping our students better their lives and make a contribution to our great democratic society.

Sincerely,

Dr. Stephanie Bulger
Vice Chancellor of Educational Affairs and Distance Learning

Wayne County Community College District's Mission

Wayne County Community College District's mission is to empower individuals, businesses, and communities to achieve their goals through excellent and accessible services, culturally diverse experiences and globally competitive higher education and career advancement programs.

Wayne County Community College District's Vision

By 2011, Wayne County Community College District will be recognized as an institution that has achieved national and international recognition for enduring excellence as a comprehensive multi-campus community college district. WCCCD will focus on continuous self-evaluation and improvement; preparation of a highly skilled workforce in support of the Wayne County economy; student academic and career success, and leadership in strengthening the open door philosophy of educational opportunity.

The best Teaching and Learning occurs when:

- The classroom climate is one of mutual respect among all participants
- Students are motivated
- The learning environment in the classroom is treated as a holistic, dynamic system designed to accommodate different ways of learning and knowing
- Content is presented with the big picture first as a context for the specific, differentiated information of the subject
- The instructor encourages dialogue and collaboration among students as well as between students and the instructor
- The instructor provides opportunities for direct experience and active application of course content
- Student development and transformation is an intentional goal of the teaching and learning process
- Assessment is an ongoing process that provides prompt feedback to students about their learning

How does Wayne County Community College District support you as a faculty member?

Please click the link below for pay schedule
http://www.wcccd.edu/dept/payroll_info.htm

Secretarial assistance – typing exams and duplicating the exams and other related instructional material

The Learning Resource Center (LRC) provides database services and textual material to support your course requirements

Mailboxes will be assigned to you by the Campus Academic Officer. **Email addresses** are obtained via a form obtained in the Human Resources Department

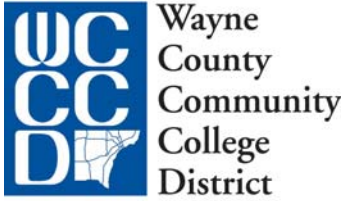
Internet access in the classroom – see the Campus Academic Officer for further details

Access to software: the LRC has Microsoft software to give to faculty at no cost for classroom instructional use.

Campus Security If you need assistance please call the Campus security desk at your campus:

Downriver	- 734-374-2118	Eastern	- 313-579-6971
Downtown	- 313-496-2558	Western	- 734-697-5182
Northwest	- 313-943-4041		
Central Administration	- 313-496-2578		

Technical Support See the Campus Academic Officer



WAYNE COUNTY COMMUNITY COLLEGE DISTRICT
Educational Affairs Division
Syllabus Review Checklist

The primary purpose of a syllabus is to communicate to one's students what the course is about and what will be required of the students for them to complete the course successfully. Using this thirteen point checklist, the instructor should review each course syllabus for a complete course of study.

1. Faculty Name
2. Course Name
3. Course Identification Number
4. Course Reference Number (CRN)
5. Course Hours
6. Faculty Office Hours
7. Office /Contact Number and/or email address
8. Current course description from College Catalog
9. Current course goals (as outlined by department chair/designee)
10. Current course objectives (as outlined by department chair/designee)
11. Weekly schedule of topics and assignments
12. Classroom policies to include but not limited to:
 - a. classroom behaviors, expectations, consequences
 - b. classroom absences and late policies
 - c. policies related to instruction, responses to instructor and student
 - d. assignment due dates
 - e. other pertinent information i.e. field trips
13. Assessment procedures to include grading
 - a. grading (point scale)
 - b. assessment methods (tests, papers, speeches etc.)
 - c. assignment expectations
 - d. other i.e. due dates and a statement regarding late or missing work make-up

Sample syllabi are available on the District Web Site by clicking on the quick links at the top of the home page and then course syllabi.

The following are the academic grades that are assigned at Wayne County Community College District:

Grade	Points	Description/Explanation
A	4.0	Excellent
B	3.0	Above Average
C	2.0	Average
D	1.0	Below Average
E	0.0	Failure to complete course requirements satisfactorily

Academic grades are "A", "B", "C", "D", and "E". Pluses and minuses are not given with the grades.

Incomplete Grade

An instructor may give an "I" or "Incomplete" grade for a student during the final two weeks of the semester when the student cannot complete the course requirements because of an unforeseen emergency. Emergency circumstances are considered situations beyond the control of the student. The criteria to give an "I" grade are as follows:

- 1). The student must be passing the course.
- 2). The student must have to complete a contract which is mutually agreed upon by the student and the instructor.
- 3). The student must have a true emergency, such as emergency surgery.

The instructor and the student complete the "I" contract and discuss the conditions of the contract. The student **must** agree to the conditions of the contract and the student and the instructor signs the contract. The I grade is entered into the Banner System final grade module and a copy of the contract is submitted at final checkout.

District policy requires all students who earn an incomplete "I" grade to complete that contract by the end of two consecutive regular semesters after the term in which the "I" grade was received. The student is charged with the responsibility of completing the contract requirements through the instructor who issued the "I" grade.

In the event the student is unable to contact the instructor, the student must immediately contact the appropriate campus academic administrator for instructions. Failure to complete the course requirements within the two regular consecutive semester time limit shall result in a grade of "E" replacing the "I" grade. **Students should not register a second time for a course in which they have received an "I" grade.**

"W" Grades

WI	Institutional Withdrawal	For failure to attend any class during the first four (4) weeks of the semester.
W	Withdrawal	Withdrawal by the student during the first half of the semester. (8 th week)

XN	Non-payment	Suppresses grade due to non-payment.
XW	Walk-away	Attended at least one class during the first third of the semester and failed to withdraw during the remaining two-thirds of the semester.

Note:

While neither grades WI, W, are calculated as part of the official grade point average, they are counted in determining satisfactory academic progress for students receiving financial aid and their continuing financial aid eligibility. See page 42 in the Student Handbook. WI and WF grades have been discontinued.

To maintain the highest level of instructional quality the District requires the following standards:

1. Conduct the class for the entire period indicated in the faculty contract. A class contact hour is 55 minutes.
2. Changes to scheduled meeting dates must be approved and facilitated by the campus academic administrator.
3. Be prepared to begin a course with the current core syllabus and textbook.
4. In the event of an absence – please call the appropriate campus academic administrator, who will arrange for a substitute.
5. Make the first day a class a productive one by covering all of the course requirements and course syllabus.
6. Return students' exams and homework no later than the next class meeting.
7. Provide your students with appropriate written and oral explanations of their progress on a regular basis.
8. A course syllabus must be presented to all students on the first day of class. A copy must be given to the campus academic administrator during the first week of classes.
9. Be sure to enforce college policies relating to eating, drinking and smoking in the classrooms. Children are not allowed into the classrooms or labs.
10. Please report physical problems within the classroom and any equipment issues to the campus academic administrator.
11. Be thorough and timely in submitting grades for your students, which includes WI and final grades.

On-Line Services for Faculty

This portion of the orientation will present a series of links to the Banner system that will display the screens that faculty must go to enter grades. Also – links to screens that display how the faculty member can display and print off their class rosters.

*Faculty On-line Services
Guide to WEBGATE*



“How to Enter WI & Final Grades”

Step One:

Go to www.wcccd.edu

Step Two:

Click on **WEB-GATE link**



Step Three:

Click on **Enter Web-Gate**

Wayne County Community College District

[Enter Web-Gate](#)

[Apply for Admission](#)

[General Financial Aid](#)

[Campus Directory](#)

[Class Schedule](#)

[Course Catalog](#)

Step Four: Enter **WCCCD Faculty ID Number** (Enter a capital **A** followed by **two zeros** and the remaining six digits of your ID number. For example: **A00123456**)

Step Five: Enter your **PIN** (Personal Identification Number). Your initial PIN is the six digits of your date of birth: **MM/DD/YY**. For example, if your date of birth is **June 26, 1960**, your PIN is **062660**.

Wayne County Community College District

- 1) Enter your WCCCD User ID (i.e. A00123456); NOTE: Please capitalize the "A" in the User ID.
- 2) Enter 6-digit numerical PIN, which is your birthdate (i.e., mmddyy) by default.
- 3) Forgot Pin? Enter USER ID and click the "Forgot PIN?" button.

User ID:

PIN:

Login

Forgot PIN?

RELEASE: 7.2

A00123456

123456

Note: If you **FORGOT YOUR PIN** when attempting to login.

1. You must first enter your WCCCD User ID (i.e. A000xxxxxx) and click on **FORGOT PIN**.
2. The security question you previously entered will appear. Enter your security question and click **reset**.
3. You can now login using your date of birth as your PIN and proceed to the reset steps previously outlined.

Step Six:
Advisors

Click on **Faculty &**

Main Menu

Welcome, Gwendolyn Cook, to the Wayne County Community College District Information System!

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Faculty & Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information

Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

Step Seven: Click on the **Final Grades** Menu Item

[Personal Information](#) [Student and Financial Aid](#) [Faculty Services](#) [Employee](#)

Search

Faculty and Advisors

- Student Information Menu
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List
- Summary Class List
- Detail Wait List
- Summary Wait List
- Midterm Grades
- Final Grades**
- Registration Overrides

Step Eight: Click on **Submit**



Educational Affairs and Distance Learning Administrators

Dr. Stephanie Bulger 313-496-2878
Vice Chancellor of Educational Affairs and Distance Learning

Shawna Forbes 313-496-2866
Executive Associate Vice Chancellor – Ed Affairs

Dr. Ronald J. Harkness 313-496-2610
Provost, Career Preparation and Campus Operation

Carol Wells 313-496-2674
Provost of Instruction

Dr. E. Delbert Gary 313-496-2963
Dean of Career Programs

Karen Jackson 313-496-2759
Dean of Transfer Programs

Brenda Jones 313-496-2534
Associate Dean for Career Programs and Assistant
to the Vice Chancellor of Educational Affairs and Distance Learning

Clarence Y. Madison 313-496-2537
Coordinator for Institutional Research and Assessment

Linda Woodard 313-496-2550
Faculty Load Contract Specialist

Dr. Pamela Loyd 313-496-2573
Dean of Distance Learning

David Gazdowicz 313-496-2092
District Learning and Multimedia Development Manager

Ruth Berry 313-496-2648
Coordinator for Distance Learning

Katherine James 313-496-2664
Coordinator for Distance Learning

Campus Administrators

Downriver Campus

Anthony Arminiak – Campus President	734-374-3227
Muna Khoury – Campus Executive V P	734-374-3233
Richard Woolfolk – Campus Executive V P	734-946-3202

Downtown Campus

Jacqueline Hodges – Campus President	313-496-2517
Patricia Hawkins – Campus Executive V P	313-496-2679
Cecilia Sarmiento – Campus Academic Officer	313-496-2538

Northwest Campus

Dr. Debraha Watson – Campus President	313-943-4500
Mark Sanford – Campus Executive V P	313-943-4058
Andrea Juarez – Campus Academic Officer	313-943-4506
Dr. Letitia Uduma – Vice President of Instruction & Student Services	313-943-4056

Eastern Campus

Omobonike Odegbami – Campus President	313-579-6948
April McCray – Campus Executive V P	313-579-6928
Felisa Ware – Campus Academic Officer	313-579-6931

Western Campus

Patrick McNally – Campus President	734-699-5591
Dr. Frank Dunbar – Campus Academic Officer	734-699-5192