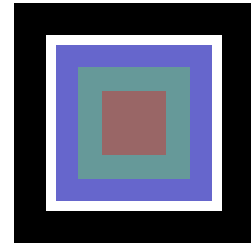


CIOS ++ Adjunct Faculty Newsletter



JOLIET JUNIOR
COLLEGE

From the Desk of Ram

Hello Everyone!

Hope you all had a wonderful summer. I want to thank everyone who taught for me this summer and who is teaching this fall. The interest

letter to teach for Spring was emailed by the Adjunct Union president. If you have not responded yet, please send it to my attention as soon as possible.
Ram

- Remember to email Marlene a copy of your syllabus as soon as it is done.
- Please submit a copy of your grade sheet showing individual assignment grades and quiz grades when you turn in your final grades.

- Make sure that you check your JJC email at least once a day to verify receipt of any 10th day attendance notices.
- **Midterm Enrollment Verification Forms are now done ONLINE.**
- Final grades have to be submitted **online** within 72 hours after administering your exam.
- **Repeated failure to submit Midterm Enrollment Verification Forms and Final Grades online may jeopardize any future assignments.**

- You may want to add a note to your syllabus regarding Drop Dates. Remind your students to check their schedules on the Kiosk to see when their actual drop date is.
- If you have supply requests for your students, please announce it on the first day of class so the students can purchase the items before the next time you meet.
- Please do not give out the 815-280-6658 adjunct phone number to the students. This number is strictly for your use to get in touch with the department.
- If you would like a voice mailbox number set up, contact Jeannie Kathen at x6612. This is a convenient way for your students to leave you messages personally.
- In need of supplies? They are located in the four cabinets over the adjunct computer in T-2030.
- If you discard any class rosters with Student ID numbers on them, please tear or shred them, do not throw them away in the garbage. Student ID numbers are private student information.
- If you have any news to put in the department newsletter, let Judi Kelly know.

Volume 15, Issue 1

Fall 2010

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Mike Fagan x7718
Debra Gaskin x2625

Shirley Gehrke x2383
Sandra LaFevers x6683

Willy Low x2441
Rich McNeil x2488

Laura Michelsen x2375
Adolph Scheiwe X2735

Bill Stroud x2310
Angela Sullivan x6688

Joseph Sullivan x7720
Dan Wagner x2550

OFFICE 2010 CLASSES!

We will be offering the following classes at no cost to you! *

Tuition* is paid by the college, and the fees are paid by Division of IT. Books will be provided.

If you are interested in taking any of these classes, please call Marlene at x2658.

Full-time faculty can take these class for salary advancement.

*Please refer to your Adjunct Union contract for specific details regarding tuition reimbursement.

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|---|---|
| <p><i>CIS 111-SF Intro to MS Access</i> <i>10/29 – 11/19 F 1:00P – 4:15P</i> <i>Room T2025</i></p> <p><i>Forms due to CIOS by 10/22/10</i></p> | <p><i>CIS 220-SF Fundamentals of Web Design</i> <i>10/29 – 11/19 F 1:00P – 4:15P</i> <i>Room T2023</i></p> <p><i>Forms due to CIOS by 10/22/10</i></p> |
|---|---|

Computer Information and Office Systems' 11th Annual Web Site Design Competition

The CIOS Department is hosting our *11th Annual Web Site Design Competition* for all JJC students and high school students from our district. Given our huge success of this event, we are also introducing another creative outlet for your students. Students will be able to participate in our first ever *Annual Game Development Competition!* We are providing cash prizes, plaques, certificates, and other miscellaneous prizes for the winners and participants. We will also host all participants' web sites on our server for a period of one year.

Please inform your classes that all interested parties should contact Angela Sullivan at asulliva@jjc.edu or Willy Low, hlow@jjc.edu. Please add the link to our registration site (www.JJCwebs.org) in your blackboard announcements and encourage your students to register.

If you would like to volunteer on our committee, please contact Angela or Ram at rraghura@jjc.edu.



TEXTBOOK CORNER

When you are assigned to teach a course please contact

Dora Willis

(dwillis@jjc.edu)

to make sure you have the current instructor desk

copy or to make arrangements to get a desk copy.

Please return it to her at the end of the semester.

If you would like to review new texts, please ask Dora to contact the publisher

sales rep for you.

Please do not request books from publishers yourself.

Thank you. Ram



iCampus/Angel New JJC Live@edu Student Email Account

iCampus uses Angel as the Course Management System.

Please check “Faculty Announcements” on iCampus for dates and times of training or call Distance Education at 815-280-2662.



Students should start using their new student email account today. Students that have not already logged into their new email MUST change their password in eResources to activate their new email account. Go to www.jjc.edu/password to activate.

On November 1, 2010, students will no longer have access to their old email account. They are responsible for forwarding any existing

email from their username@jjc.edu account to their Live@edu (username@stu.jjc.edu) email account by November 1, 2010.

Please see the Live@edu email FAQ's page at www.jjc.edu/live for more info.

NOTE: No email will be lost as a result of this change. Their email can be forwarded to their Live@edu account. They are responsible for moving any existing email from their username@jjc.edu account to their Live@edu (username@stu.jjc.edu) email account by November 1. Look in the [FAQ's](#) on JJC website for more information.

Adjunct Contracts

Adjunct contracts are now on-line! The “10-11” contract includes Fall “10,” Spring “11” and Summer “11.” Go to <https://www.jjc.edu/about/college-info/adjunct->

faculty/Pages/contract.aspx to submit your contract if you have not done so already.



“Adjunct contracts are now on-line!”

Important Dates for Fall Semester

- Nov. 11—Veteran’s Day—NO classes
- Nov. 24—Fall Recess—NO day or evening classes
- Nov. 25—Holiday—NO classes
- Nov. 26—28—Thanksgiving Recess—NO day or evening classes
- Dec. 13—17—Final Exam Week
- Dec. 18—Final Exam Make-up (if snow day is used)

Message from Jeannie Kathen

Jeannie Kathen (x6612) would like to clarify information regarding Adjunct Faculty mail boxes.

Any class beginning at 4 PM or later is considered a night class. All classes starting before 4 PM are day classes. There are no more twilight classes.

Instructors teaching a day class:

Mailbox is located in their department.

Instructors teaching a day class and a night class:

Mailbox is located in their department.

Instructors teaching a day or night class at North Campus or satellite site:

Mailbox will be located at that site.

Instructors teaching an Evening class or a Saturday class at Main Campus will receive official documents in their J-1007 mailbox located in the Adjunct Faculty Center.

The Adjunct Faculty hours are:

Monday—Thursday 12:30—10:00 p.m.

Friday 12:30—9:00 p.m.

Saturday 7:30 a.m.—Noon

Note: We will continue to have mailboxes in T-2030 for all Main Campus evening and weekend adjunct instructors. This is only used for students, Marlene, Ram, Judi, and Dora to leave papers in.

It is still your responsibility to check your mailbox in J-1007 on the evenings or weekends you teach for all other paper-work



CIOS Department Web Page www.jjc.edu/info/CIOS

Remember to check out our department web page. There is a great deal of valuable information for you and your students. Course descriptions, syllabi, programs available from the CIS, CNT, DGTL, GAME, HIM and OFS areas, information about who to contact as far as advising in our department, and much more.

All adjunct instructors are listed with links to their email addresses. Please note that all email addresses listed in our department website will be listed with the @jjc.edu address extension. Please check this email address for any important information.

If you would like your picture or web page added to your name or have any ideas or thoughts about

our site, please contact Judi Kelly.

“All adjunct instructors are listed with links to their email addresses.”

District 202 and JJC Partnership

JJC and Plainfield School District 202 have joined together to offer a program to individuals with disabilities.

This program helps students gain on-the-job training and helps prepare them for the workforce or college by teaching them occupational and vocational skills. They are closely monitored by job coaches. The program began in 2002 and

has proved very successful.

If you have any tasks, such as copying, shredding, etc., please let Marlene know, and the work can be passed on to them.

The students are usually in our department a few times a week, so please make sure to allow some turn-around time. If you have a special project that would require

more time, please let Marlene know so that a special request can be put in to the program coordinator.



FREE PEER TUTORING

Please let your students know that the Academic Skills Center offers **free**, in-person and online tutoring for over 30 subjects to all JJC students.

Students may schedule an appointment by calling 815-280-2261 or 815-280-2284, by email at academicskillscenter@jjc.edu, or stop by the office at J-2013.



Announcement from the Lab

We need your help!

Due to the increasing enrollment in the CIS and OFS classes, our computer lab availability is at a minimum. If at all possible, if there are open computers in your classroom and your lecture is over, please open the door and allow other students in to use these computers. Your help will better utilize our limited space.

Thank you for your help and understanding.

Instructor Absences

If you will be unable to meet your class due to illness or an emergency, you **must notify the appropriate administrative office in advance!**

Day classes (classes which begin prior to 4 p.m.)

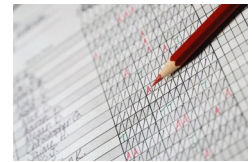
- Contact the Dept. Chair/ Dept. Secretary by phone and email prior to the class start time.

Evening classes (classes which begin at 4 p.m. or later)

- Contact the Adjunct Faculty Center at (815) 280-6612 or (815) 280-2314 prior to the class time, preferable far enough in advance to allow students to be contacted.

Documentation of Absence

When you are absent from class (as previously described), an absence reporting form **must** be completed and submitted to the office/ representative identified in the previous section within one week of your absence.



Computer Lab Hours

CIOS Main Campus
Mon—Fri 8 a.m.—10 p.m.
Saturday 8 a.m.—4 p.m.

CIOS North Campus
Mon—Thu 8 a.m.—10 p.m.
Fri 8 a.m.—4 p.m.
Sat 8 a.m.—Noon

No food or drink in the labs. Turn off your cell phones and mp3 players. Talking and gaming are permitted only in the Cyber Café. Users of JJC labs are subject to the JJC Technology Acceptable Use Policy. Lab shutdown procedures begin 15 minutes before closing time.

FERPA QUESTIONS

FERPA defines the privacy rights of students, provides guidelines for college officials and addresses key issues of privacy and freedom of information. You can obtain all FERPA information on the JJC website at www.jjc.edu or in Public Folders.

STAR

StAR is the academic support department which provides support to students with disabilities and students enrolled in career and technical majors.

If you have a student with special needs, please contact Karen Stryzik at kstryzik@jjc.edu or x2230.

Fun! **CIOS** **OPEN HOUSE** Prizes!!



NOW SHOWING IN A LAB NEAR YOU - OFFICE 2010

The CIOS Department is having an Open House

Saturday, November 6, 2010

9:00 a.m. to 12:00 p.m.

Please encourage your students to attend this extraordinary event where they can learn about Office Systems, Computer Information, Health Information Management, Game Design, CISCO (CNT) and Digital Media Production programs!

There will be snacks, giveaways and a grand prize!

We are also looking for volunteers for this special event. If you can help out in any way, please call Marlene (x2658) and let her know.

DON'T MISS IT!!!

Last semester's
iPod winner!
Jordan

