MAYVILLE STATE UNIVERSITY

ADJUNCT FACULTY HANDBOOK

2015-2016

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North Dakota University System
2015-2016

Academic Calendar

August
24 Registration/Classes start at 4:00 p.m.
25 First full day of classes

September
1 Please send course syllabus to Ashley Madson*
2 Last day to register or add class/ drop a class without a record
7 Holiday - Labor Day
9 Final Bill Payment
11 Application for graduation due for spring and summer ($25 late fee beginning Sept.13)
21 Enrollment census date

November
11 Veterans Day – no classes
13 Last day to withdraw from term or drop with record
26-27 Thanksgiving – No classes
30 Classes resume

December
14-18 Last Week of Classes/Finals Week
22 Final Grades Due to Academic Records at Noon—Please watch email*

January
11 Registration/Classes start at 4:00 p.m.
12 First full day of classes
18 Holiday - Martin Luther King Jr. Day
21 Last day to register or add classes/Last day to drop a class without record
27 Final bill payment deadline

February
1 Please send course syllabus to Ashley Madson*
8 Enrollment census date
15 Holiday - Presidents Day

March
14-18 Spring Break
21 Classes resume
25-28 Easter Break – No classes
29 Classes resume

April
8 Last day to withdraw from term or drop with record

May
9-13 Last Week of Classes/Finals Week
17 Final Grades Due to Academic Records—Please watch email*

Entering Grades into ConnectND

Please review grade roster(s) in C-ND using Internet Explorer. Report any discrepancies to Leslie Durkin @ leslie.r.durking@mayvillestate.edu . **Remember, a C-ND roster is the "official roster." A Moodle roster is not.**

Grade Roster Feature. There are new additional options for grading to assist the financial aid office.
F – Failure - Attended
FN – Failure – Stopped Attending (the Last Date of Attendance field entered as mm/dd/yyyy is required before grades can be saved)
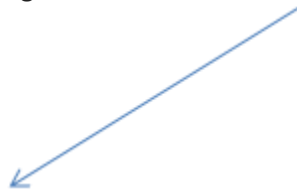FNN – Failure – Never Attended
U – Unsatisfactory – Attended
UN – Unsatisfactory – Stopped Attending (the Last Date of Attendance field entered as mm/dd/yyyy is required before grades can be saved)
UNN – Unsatisfactory – Never Attended

> *A grading feature now allows an instructor to check a box next to a group of students receiving the same grade and then choose the grade in the
> drop down box and click the "add this grade to selected students" box.

Please remember to take care of outstanding incompletes. If you are issuing an incomplete grade for fall, an Extension of an Incomplete Grade form is required from the student with student and instructor signatures and an agreed upon date for removal. *NOTE: Students will have just 8 weeks to complete an outstanding incomplete. A request for a one-time extension of 8 additional weeks is available for extenuating circumstances. The form is available on SharePoint in the Office of Academic Records folder*.

Grade entry process:

- Go to Self Service
- Faculty Center

- A list of your classes should appear
- On the left of your class, an icon will appear once you can enter grades
- Click the "Grade Roster" icon
- Enter grades *
- <u>Save</u> (while the approval status is left at "Not Reviewed")
- **<u>Change the approval status to "Approve</u>"**, and
- **Save again**.
- *IMPORTANT: Please do not place comments in the grade roster note field.*

Reminder: Use Internet Explorer as your browser.

Office of Instructional Design and Technology (IDT)

The IDT office collaborates with faculty in the development of effective, quality outcomes-based curriculum that maximizes student learning. Their **mission** is to provide the faculty, staff and students of MSU outstanding and friendly service to promote lifelong learning skills and innovative technology-enriched education. Technical and instructional design support is provided in course design and development of MSU's distance education systems. This office is also the primary contact for Moodle, Tegrity and TaskStream. Please feel free to contact them with any questions you may have. Their office is located in Classroom Building 121 on campus, and can be reached at 701.788.4645 or by email at the addresses listed below.

Office is responsible for:
- Providing faculty and student support for Moodle, Tegrity, Blackboard Collaborate, TaskStream and other instructional technologies
- Researching, recommending and implementing new technologies to enhance education
- Providing instruction and support to faculty and staff for new and innovative educational technologies
- Guiding faculty through the process of online course development
- Ensuring student learning is maximized through effective course design

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Phone: 701.788.4709
christine.gonnella@mayvillestate.edu

Sheena Moe
Distance Programs Support Specialist
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sheena.moe@mayvillestate.edu

Learning Management System
Moodle is MSU's learning management system. Upon hire, an account will be created for you, as well as "shells" for each course you are teaching. Your division chair will inform you of current course content and any additional development needs for the course. A training and informational session can be arranged with the Instructional Design and Technology team. If you intend to develop an online course, refer to the Online Course Development Library, which is located on the Instructional Design SharePoint Site.

IDT Training and Resources
The MSU Instructional Design and Technology department offers training and resource materials for all faculty and staff.   Here is a short list of what we offer:

Moodle Workshops
IDT offers Moodle workshops to all faculty and teaching staff. Workshops are typically hands-on training sessions, topic-specific, usually lasting 50 minutes to an hour. Workshop timeframes are scheduled to accommodate most schedules. If you have a Moodle workshop request please contact Sheena Moe at 1-800-437-4104 X34645 or email sheena.moe@mayvillestate.edu

Moodle Minutes
Advanced Learning Technologies, an instructional support unit in the NDUS, produces a video tutorial series called **Moodle Minutes**. Each video includes a "how-to" section along with ideas for incorporating sound instruction and best practices. These videos are created for both Faculty and Students and they are available on the main MSU Moodle page under the Faculty Resources menu.

Tegrity – Lecture Capture
Content can be recorded live in the classroom or created asynchronously. You can record an entire lecture or create small segments of instruction. Recorded content can be edited and published in a variety of ways.

Blackboard Instant Messaging and Collaborate – web conferencing
Blackboard Collaborate provides a comprehensive online learning and collaboration platform designed specifically for education. Blackboard Collaborate™ enterprise instant messaging capabilities allow us to create a learning network to support office hours, school services, meetings and desktop video conferencing—all initiated through presence and instant messaging. With Blackboard IM, students and instructors can easily see who's online and available so they can instantly communicate with peers, colleagues, and experts. You even launch a Blackboard Collaborate web conferencing session with a single click.

Course Template
MSU has one theme in the learning management system, Moodle. This supports unity and consistency across courses. Each course in Moodle begins with what is known as a "shell." Shells are created for you and are named according to the schedule. You are "enrolled" in the shell as the "teacher." Each course shell contains several basic items before materials are added to the course. Consult the current Syllabus Template to ensure all required elements remain in the course.

Syllabus Template
The MaSU Syllabus Template is disseminated by the Academic Affairs Office each semester. Check with them for a copy of the latest version. This template is to be used for all MSU courses regardless of delivery mode.

Syllabus Headings – some are recommended and others are required. See the Template.
- Course Identification (name, number, section)
- Semester, Year
- You name and contact information
- Meeting times and locations (for on-campus only)
- Course Description (duplication of the academic catalog)
- Purpose of the course (summary of the objectives of the course; expands upon the description
- Conceptual Framework – required for EDUC/EC block courses and professional education core courses
- Course Objectives
- Program Student Learning Outcomes Addressed in this Course
- Course Improvements based on most recent assessment findings
- Required/recommended materials
- Instructional Strategies
- Learning Experiences
- Expectations/Protocols
- Course Timeline/Schedule
- Method of Evaluation/Grading
- Enrollment Verification Activity
- Late Arrivals
- Important Student Information
- References/Bibliography

A copy of the syllabus must be emailed to your Chair and to the Office of Academic Affairs before the semester begins. Please watch your MSU Email account for this information.

Instructor Guidelines for Distance Faculty

Standards of Instruction
Faculty are responsible for stating, in writing, measurable objectives for each course they teach at the beginning of each semester. This includes IT objectives for courses that are part of the IT certificate. It is expected that each of the faculty will direct his or her instruction toward the fulfillment of these objectives. Faculty are also responsible for orienting the content of the courses they are assigned to the course descriptions approved by the faculty of the University. It is expected that graded examinations and papers will be provided to the student for inspection and discussion. Final examinations should be retained for at least one semester to provide the opportunity for review, should the student so request. Examinations should be graded and used as a part of the student's learning experience. Faculty members are expected to schedule a reasonable number of face-to-face or virtual office hours for student conferences. Office hours should be scheduled and posted in Moodle at times convenient to both students and faculty, with the additional option of prearranged appointments.

Faculty Responsibility for Conducting Classes
Faculty members who are unexpectedly prevented from meeting a class are to notify the Division Chair of that fact as soon as possible. Faculty members who expect to be absent from the campus or the online class environment are to inform the Division Chair of their absence and acquaint them with the arrangements that have been made to provide for making up missed classes prior to or immediately following this absence.

Contact Checklist
In order to meet students' needs it is recommended to consider a variety of communication options. For teaching at a distance, please consider the following checklist:

_____ Name
_____ Photo (nice to have a "face with a name")
_____ Email Address
_____ Phone Number
_____ Office Hours (on campus) if applicable
_____ Virtual Office Hours (via Blackboard Collaborate)
_____ Hours available via email (weekdays/weekends/holidays)
_____ Office Location (on campus, if applicable)
_____ Procedure for making appointments or asking questions, etc.

Course Schedule
Online classes begin on the first day of the semester. It is expected that instructors have the course available to students at that time. It is very important to have the syllabus available to students on the first day of class. Also keep in mind that students tend to email their online instructors with questions prior to the first day of class.

Course Enrollment
Students may enroll in an online class until the last date to add for the semester. This date is listed in the academic calendar. Email reminders are also sent out by the Academic Records Office. Students are populated into Moodle up to 48 hours after registration.

Course Un-Enrollment (Moodle)
There is an 'un-enroll' function in Moodle. DO NOT un-enroll a student from Moodle yourself. If a student drops a course, please notify Sheena Moe at 1-800-437-4104 X4645 to un-enroll the student from Moodle. To check class enrollment accuracy, verify your class roster through ConnectND. Moodle is NOT the official roster for the course.

Course Minimums and Enrollment Caps
Online course enrollments caps are 20 students. Instructors may give consent to exceed the cap by contacting the Office of Admissions and Extended Learning.

Course Compensation
Adjunct faculty who teach online classes are compensated based on class enrollment. Class rosters are finalized after the *"last day to add a course"* date. This process will cause a delay in the first paycheck for online adjuncts.

Course (teaching) Contracts
Letters of appointment are sent out from the Office of Academic Affairs at the beginning of each semester.

Course Participation and Enrollment Verification
It is important for online instructors to confirm student course enrollment and participation during the first 10 days of class. The U.S. Department of Education requires instructors of online courses to provide an activity that will validate student enrollment in each course. The only way to verify that a student has been in this course is if he or she takes an action in Moodle, such as completing an assignment or a taking a quiz. Logging into Moodle is NOT considered attendance.

Distance Course Content and Development
Distance Adjunct Faculty may teach a course at MSU where content has already been created. On the other hand, adjunct faculty may be asked to create a new course. In either case, significant changes to a current course or creating a new course must be approved by the division chair prior to making the changes or beginning a new course.

Contact the Director of Instructional Design and Technology, Chris Gonnella, for more information on course development, or access the Online Course Development Wiki on the Instructional Design SharePoint Site.

Drop Guard-Early Alert Reporting System

Your Division Chair can advise you on policies and how to complete forms. The following are brief statements on some of the forms you may use.
Increase the Effectiveness of Retention and Intervention Measures
All warning information is captured and managed online by an easy-to-use Web interface, so there are no paper forms to misplace, and attrition warnings can be shared across campus offices and departments for the most complete student risk profile possible—equipping you to intervene efficiently and successfully.

Keeps Students Actively Engaged
Engage proactive student involvement by offering grade reporting, progress reports, student satisfaction and Class Year surveys and more—all through the DropGuard™ system. Engaged students will contribute to

a more stimulating classroom environment for faculty and students alike. Plus, campus offices will have metrics indicating how often student services are used and how those services are perceived by students.

Here's how:
Go to MSU website—>Click on the Staff portal—>Log in—>Click on the Drop Guard box
Enter your MSU user name—>Enter your MSU password
You will then see an opening page. Look up and to the right on the gray bar. Click on **Account** and change the setting to **Instructor view**. You will then see a list of your courses. If you do not see anything listed, make sure you are in the current semester.

Incomplete Grade
A student may request an "I" (Incomplete) for work the student has an excusable reason for not completing. This process is initiated by the student filling out the Incomplete Grade Request Form. If an Incomplete Grade is granted by the instructor and advisor, the student is responsible for completing the work by a deadline approved by the instructor, but no later than the close of the following term. With instructor approval, a student may be granted a one-time extension for removing the incomplete grade that includes a contracted date of completion. If any incomplete grade is not removed by the end of the specified time, the grade as recorded on the Incomplete Grade Request form will be placed on the transcript by the Registrar. *2015-16 Academic Catalog.* For questions regarding filing an Incomplete Grade, please contact Pam Braaten, Registrar, at 701-788-4773.

Family Educational Rights & Privacy Act of 1974 - (FERPA) Information

To: Faculty/Staff From: Pam Braaten, Registrar

Please remember the following:

1. Grades are not to be posted by any personally identifiable information (Name, Initials, EMPL#, SSN, etc.)
2. Tests must be distributed in a confidential manner.
3. Microsoft Outlook and our Learning Management System (currently MOODLE) are secure. You may send confidential information through these media. However, off campus email accounts are not necessarily encrypted and should NOT be used to send confidential information.
4. Casual comments about a student in an informal setting concerning academics, learning disabilities, confidential information, etc. is a violation to FERPA.
5. A student must have signed a written release to allow discussion OR the release of academic information and/or financial obligation with other individual (s); unless the individual (s) has a "legitimate right to know".

   (Parents, legal guardians, spouses, ex-spouses, in-laws, etc. do not have a legitimate right to know. Information may be released to parents only if proof is received that the student was claimed as a dependent student on the last Federal Income Tax statement.)

6. The following is considered "Direct Information": name, campus address, home address, telephone; sex and marital status, date and place of birth' name and address of parents; major and minor fields

of study; year in school; dates of attendance; degrees and awards received; participation in officially recognized activities and sports; weight and height of members of athletic teams; most recent previous educational institution attended. See the student services section of Mayville State University Academic Catalog for more detail information.

7. ⭐ When receiving a student/advisee in ConnectND – the star is the symbol that will alert you to a FERPA release. Click the star for more details. The comment area should provide you with the person (s) who may receive FERPA information – *see sample below.*

Service Indicator Summary								
Code	Code Description	Reason Description	Institution	Start Term Description	End Term Description	Start Date	End Date	Comments
PR3	FERPA Release All	FERPA Release All	MASU1	Begin Term		06/13/2008		Mother and Father Comet 222 2nd Street Dentyne, ND 51234

8. ***When in doubt, don't give it out!***
   Call Pam Braaten, Director of Academic Records/Registrar, (701) 788-4773, or e-mail pamela.braaten@mayvillestate.edu to review for specifics of your individual question or scenario.

FERPA requirements for grouping courses in Moodle

From the MSU Moodle homepage, go to **faculty resources** and download the **FERPA Course Groupings and Release Form** document.

Faculty Self-Service FERPA Message

Faculty Center

🖥 FERPA Message for Instructor/Advisor

FERPA Restrictions

Educational records are kept by University offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

A federal law, the Family Educational Rights And Privacy Act of 1974 (also known as FERPA, and the Buckley Amendment) as amended, affords students certain rights concerning their student educational records. Students have the right to have some control over the disclosure of information from the records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.

WHEN IN DOUBT, err on the side of caution and do not release student educational information. Contact the Office of the Registrar for guidance.

U.S. Department of Education Family Educational Rights and Privacy Act (FERPA)

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HELPFUL LINKS

2015-2016 Catalog
http://www.mayvillestate.edu/current-students/academic-information/catalogcalendar/

MSU Dual Credit
http://www.mayvillestate.edu/prospective-students/admissions/early-entry/

MSU Moodle
http://www.mayvillestate.edu/current-students/student-resources/student-portal/
https://lms.ndus.edu/course/index.php?categoryid=5

MSU Extended Learning
http://www.mayvillestate.edu/msu-online/msu-online/distance-student-services/
http://www.mayvillestate.edu/msu-online/msu-online/

MSU Library
http://www.mayvillestate.edu/current-students/student-resources/library/

MSU Faculty Handbook
http://www.mayvillestate.edu/about-msu/more-info/reports-policies/