## Project Goal

The Adjunct Faculty Enrichment program will include a comprehensive review of the adjunct faculty member experience at KC. This review will include analysis of the interview/application process, professional growth and development opportunities, various communication methods, the adjunct faculty evaluation process, course content and assessment. The goal of this project is to fully engage our KC adjunct faculty into a wider range of College processes and activities in order to help them develop stronger connections as vital members of the KC culture.

## Reasons For Project

A significant percentage of KC courses within a typical academic year are taught by adjunct faculty on our main campus and our five education centers. The adjunct faculty member represents a vital resource for our campus. Over the past two years feedback from the Baldrige Express Survey, focus group meetings with main campus and education center adjunct faculty, and through the development of our first Systems Portfolio, KC began to realize how disengaged some of our adjunct faculty feel from the campus. Several areas of improvement were noted in the Systems Appraisal Feedback Report that also became the focus of our Strategy Forum in February 2010.

## Organizational Areas Affected

- Vice President for Instructional Services Office
- Academic Deans’ Offices
- Department Chairs and Program Coordinators – Core Committee
- Education Center Coordinators
- Human Resources Office
- Learning Resource Center
- IT Department
- Professional Growth and Development Committee
- Adjunct Advisory Group

## Key Organizational Process(es)

- Adjunct Faculty Application Process
- Adjunct Faculty Hiring Process
- Adjunct Faculty Orientation Process
- Adjunct Faculty Evaluation Process

## Project Time Frame Rationale

### Creation and distribution of Pre Adjunct Faculty Survey

- **Planned Project Kickoff**: 06-17-2010
- **Target Completion**: 05-31-2012

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The Higher Learning Commission Action Project Directory

Kaskaskia College

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12/21/2010
An Adjunct Faculty Survey (pre-assessment survey) will be given to all adjunct faculty members (main campus, education centers and dual credit adjunct faculty) to survey their needs as an adjunct faculty member. Additionally, the survey will help guide our project on areas of improvement that have not been isolated through past research.

**Review adjunct evaluation process**

**June 2010 – August 2010**

The review of the adjunct evaluation process will include an analysis of the evaluation process for the main campus and education center adjuncts. Additionally, dual credit adjunct faculty evaluation process will also be included in our review process. The purpose of this review would be to determine consistency and quality of information received from the evaluation process and use of results obtained from the evaluation process.

**Review Human Resource Entry Process**

**June 2010 – August 2010**

The Review of the Human Resources Entry Process will include an analysis of the application process for the adjunct faculty member. This application process includes the communication with the adjunct applicant, the collection of necessary application paperwork, notification to the adjuncts of class openings, orientation process for all adjuncts that are assigned a contract to teach, and a review of HR topics that need to be updated annually with all adjuncts.

**Analyze Comm. with Adjuncts & Develop Comm. Plan**

**June 2010 – August 2010**

The analysis of communication with adjuncts and development of an adjunct communication plan will include a review of the current forms of communication, form letters, communication flow from main campus to adjuncts, from education centers to adjuncts and from main campus to adjuncts partnering in high school dual credit. Additionally, the campus net adjunct portal will be reviewed (see next action item).

**Review content & launch campus intranet website for adjuncts**

**June 2010 – August 2010**

The content of an adjunct campus intranet website for adjuncts will be reviewed and will “go live” at the beginning of the fall 2010 semester. This website will be a dynamic website that will be updated continuously. The content will include essential information needed by any adjunct faculty member. The contents of this webpage will be surveyed in the Adjunct Faculty Survey (pre-assessment survey) this summer. Additionally, the Adjunct Advisory Group will also provide input as to the content of the essential information needed at the fingertips of the adjunct faculty member. Sample content would include: necessary forms, Adjunct Faculty Handbook, frequently asked questions, organizational chart of the campus, contact information, etc.

**Review/Research Adjunct Faculty Benefits & Awards**

**June 2010 – August 2010**

A review of the current adjunct faculty benefit package will occur summer 2010. Comparisons of other community college benefit packages will be reviewed. Additionally, the Adjunct Faculty Survey (pre-assessment survey) will ask the adjunct faculty their opinion of the benefit package at Kaskaskia College. Future benefit options will be discussed and planned for the next academic budget year. Financial constraints for the state of Illinois might deter some benefits for the next academic year but planning will not be halted for future years. One benefit discussed is the creation of an Adjunct Faculty Academy. This will be discussed in the next action item below.

**Development of Adjunct Faculty Academy**

**June 2010 – June 2011**

The Professional Growth and Development Committee at KC will work on creating an Adjunct Faculty Academy Model to offer all adjunct faculty members the opportunity to grow professionally as a faculty member. The goal would be to offer this Academy beginning fall of 2012 and then twice a year in the start of the fall and spring semesters. Topics for the Adjunct Academy would include: KC organizational updates, course and program level assessment, pedagogy, AQIP, technology in the classroom, etc.

**Adjunct Faculty Enrichment Model Developed**

**June 2010 – June 2011**

The entire Adjunct Faculty Enrichment Model, including all phases from application process to Adjunct Faculty Academy will be developed.

**Evaluation & Assessment of Adjunct Faculty Enrichment Model**

**June 2011 – March 2012**

The evaluation and assessment of the Adjunct Faculty Enrichment Model will be conducted and changes will be considered before presenting to the President’s Cabinet, College Council and the KC Board of Trustees.
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Post Adjunct Faculty Survey
March 2012
A post assessment Adjunct Faculty Survey will be administered to all adjunct faculty regarding the changes made in the Adjunct Faculty Enrichment Program at Kaskaskia College.

Project Expires
May 2012
The Adjunct Faculty Enrichment Model to be presented for approval to the President’s Cabinet, College Council and the KC Board of Trustees.

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<td>Success with several of these action steps above will be determined by a complete analysis and development of improved processes and procedures. Once these new processes and procedures are in place the adjunct faculty will be surveyed again to determine satisfaction with the changes.</td>
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