

Review of the Adjunct Reception and Meeting of October 11, 2007

Overview of Topics Covered:

- Dr. Chew - Welcome
- Updates on the Progress of: Consortium
- Banner/Portal Training and Use
- Technology Upgrades
- Newburgh Extension Center
- Description and examples of the new marketing packets.
- Introduction of Center For Teaching & Learning personnel & CTL goals.

General Meeting:

- Goals of the newly created adjunct liaison position
- Creation of an adjunct web page

This web page is now available. Adjuncts were asked what information they would want included on this web page. They suggested "mundane" general information including due dates for registrar, contact numbers, upcoming events. Most of this information could be obtained via a link to another web page located on the web site.

- Creation of a new adjunct orientation

A proposal has been made to create an orientation specifically geared to new adjuncts new to SUNY Orange. This orientation conceivably would include generalized information, human resource information as well as Banner and/or Portal training. As a group, the adjuncts were very supportive of this concept. They requested that the orientation be offered a few times prior to the beginning of the semester. They also suggested that the times vary to maximize attendance (day, evening, weekend).

- Creation of an Adjunct Advisory Team

An adjunct advisory team with representatives from various disciplines would make certain that issues throughout the college were addressed to the extent that the CTL was able. Adjuncts were asked to volunteer to be part of this team if interested and were informed that Adjunct Advisory Team Meetings would most likely be held during the general meeting each semester. Supplemental communications could be undertaken via a message board throughout the semester. The adjuncts were very supportive of this

concept and several volunteered to participate. If you are interested in participating on this Adjunct Advisory Team please contact: Kathy.hanlonococonnell@sunyorange.edu

- CTL Office Space

Adjuncts were informed that there was office space available at the CTL for adjuncts.

- Other issues arising out of the discussion:

Adjuncts voiced concerns about the email system. Many stated that they never or no longer are receiving the SUNY Orange informational mailings. This issue will try to be addressed and reported on at the next semester meeting or on the adjunct web page. This issue is presently being addressed and a resolution to the problem is expected imminently.

PLEASE CONTACT THE helpdesk TO GET PUT ON THE OCCC Community list serve. <http://www.sunyorange.edu/portal/help/helpdesk.shtml>