Mission, Vision, Core Values

Mission
West Shore Community College’s mission is to make our community a better place in which to learn, live, work, and prosper.

Vision
Our vision is to be one of America’s premier community colleges, driven by a passion for:
- Assuring student success;
- Serving our entire community; and
- Pursuing greatness.

Core Values
West Shore Community College values people first. As we pursue greatness, we are guided by these values.
- Learning: Creating opportunities for gaining core abilities, workplace skills, and lifelong personal growth.
- Integrity: Honoring our commitments and promises with openness and mutual respect.
- Excellence: Striving for greatness through a positive attitude and continuous improvement.
- Inclusiveness: Building community through teamwork, collaboration, and outreach.
- Creativity: Opening our minds and the minds of our student to infinite possibilities.

Equal Opportunity Statement:
West Shore Community College is committed to providing a working and learning environment that is free from discrimination, harassment, and retaliation. West Shore is committed to equal opportunity in education and employment, affirmative action, diversity, and compliance with the Americans with Disabilities Act.

The college prohibits discrimination in admissions, employment, and access to college programs, activities, and services on the basis of race, color, national origin, sex, marital status, familial relationship, sexual orientation, pregnancy, age, disability, religion, expunged juvenile record, or veterans’ status. This commitment is made by the college in accordance with federal, state, and local laws, and regulations.

Inquiries may be directed to the Director of Human Resources/Title IX Coordinator, West Shore Community College, 3000 N. Stiles Road, Scottville, MI 49454, (231) 845-6211. Inquiries regarding Section 504 may be directed to the Dean of Student Services at (231) 843-5965.
Part I – The College

Academic Calendar

Degrees & Certificates

Campus Directory

Campus Locations & Building Maps

Part II – Key Administrative Information

Administrative Assistants for Adjuncts
Two administrative assistants are available to assist you: Wanell Cabot in the Technical Center for Occupational Programs and Tami Stadler in the Arts & Sciences Center for Arts & Sciences programs. Feel free to contact them if you have any questions.

For supplies and questions about general classroom and institutional matters, adjuncts can contact either administrative assistant.

Adjunct Compensation
Adjunct faculty include all part-time faculty contracted for the instruction of college curricula whether they are paid through WSCC or EDUStaff. Adjunct faculty are typically scheduled for no more than 12 contact hours in the Fall and Winter Semesters and no more than 6 contact hours in the summer semester. Adjuncts are paid at a base rate according to the degree(s) earned. For 2023-2024 the pay rates are:

EDUStaff and Retirees
MA or above: $860.00/equated (lecture, lab, and/or clinical) hour
Less than MA: $775.00/equated (lecture, lab, and/or clinical) hour

WSCC (adjuncts who are vested, or close to being vested, with MPSERS and elected to remain)
MA or above: $775.00/equated (lecture, lab, and/or clinical) hour
Less than MA: $695.00/equated (lecture, lab, and/or clinical) hour
Adjuncts are paid every other week. Individuals paid through EDUStaff have the option of direct deposit or payroll card, and individuals paid through WSCC have the option of direct deposit or check. Most adjuncts will receive their pay spread over 9 payments, their first Fall semester payment on September 1, 2023, and first Winter Semester payment on January 19, 2024, provided the contract is returned by the due date. For those who teach a partial semester schedule, payroll dates will align with the regular payroll schedule coinciding with the teaching dates.

College procedure HR 46: Part-Time Faculty Compensation identifies how load is calculated, mileage reimbursement, and additional benefits available to adjuncts.

HR 46 Part-Time Faculty Compensation Procedure

- Mileage stipend for driving more than 100 miles per week
- Tuition reimbursement for WSCC courses (also available to eligible dependents), during the semester the adjunct is contracted
- Access to the Wellness Center during the semester you are teaching (also available to eligible dependents)
- Access to LinkedIn Learning to supplement professional development
- Eligibility for institution-supported conference and/or workshop attendance (stipends may be available for adjuncts who participate in specified training sessions).

my.westshore.edu
Diverse information for full-time and adjunct faculty, staff, and students can be found at my.westshore.edu. Using your WSCC login information, go to my.westshore.edu to retrieve the following:

- Pay statements and tax information (for those receiving pay from WSCC)
- Course Rosters
- Student Contact Information

Attendance reporting, midterm, and final grades are also posted in my.westshore.edu.

EDUStaff
The college is partnered with EDUStaff to provide third party payroll and staffing solutions. A variety of information for those adjuncts paid through EDUStaff can be found by visiting edustaff.org and logging in with the username and password you initially set up when completing your new hire paperwork. Go to edustaff.org to retrieve the following:

- Pay statements and tax information
- Direct deposit information
- GCN Training Modules

Faculty Absences: Emergencies and Planned
If an emergency arises and you need to be absent, please take the following steps:

- Email your students
- Place an announcement in your Canvas course shell
- Contact Evette or Wanell to inform them of your absence so that they can post a notice in my.westshore.edu and on the classroom door
- Contact your chair or director

Adjunct instructors are expected to teach courses as scheduled. If an absence is necessary, instructors need to work with the department chair on how course material will be covered. If absences become persistent, instructors must meet with the department chair regarding expected duration of absence. In cases where a substitute needs to be hired, it is likely that compensation will be adjusted.

**WSCC ID, Login, and Password Reset**

After your paperwork has been received by HR, your WSCC ID will be generated as well as computer access and email address. These will be sent to you at your personal email address. You may also check with Jessica Keith, in Human Resources, if you have not received this information within approximately 5 days after completing the paperwork upon hiring.

Every four months, you will receive an email requiring your to reset your WSCC password to better ensure security within the WSCC system. The email will contain a link that will take you to the Password Management Tool where you can reset your password. You can also reset your password anytime by opening a web browser and going to the WSCC Campus Portal my.westshore.edu. Once at the campus portal, look for and click on the Password Management tool under the heading of Quick Links. If you have questions, contact the Help Desk by calling 231-843-5570 or by email - helpdesk@westshore.edu.

Your ID number serves as your code number at most copy machines on campus and your library check-out code.

Your WSCC username and password can be used to log into the following:
- Computers and laptops
- Email when off-campus
- Campus Portal my.westshore.edu
- Canvas Learning Management System
- Microsoft 365
- OneDrive
- SharePoint
- Library databases when off-campus

**Email**

Every employee and student are issued an official West Shore Community College email address. Your email address will be your login username followed by @westshore.edu. Please use this email address to communicate with students, as using the WSCC system models professional protocols and it also enables the Information Technology department to verify that students received your messages.
Microsoft 365
Microsoft 365 provides the same Microsoft Office programs that you are used to, including Word, Excel, PowerPoint, and OneNote, in the cloud. To access these programs:

- Go to the WSCC Campus Portal webpage my.westshore.edu
- Locate the Quick Links section and then click on OneDrive
- Log in using your WSCC username and password
- Click on the “apps” icon in the upper left corner (see red circle above), which will display all the Microsoft apps that you have access to.

If you are not teaching at WSCC for a semester, contact the Help Desk to learn how you might be able to access these programs yourself. If you have questions about Office 365, contact helpdesk@westshore.edu.

Cloud Storage
All WSCC faculty and students have access to Microsoft’s OneDrive. OneDrive allows full time and adjunct faculty, staff, and students unlimited storage in the cloud. Cloud storage allows you access to the same version of a document whether you are on campus, at home, or somewhere else. You only need Internet access. No more thumb drives or emailing documents to yourself to have the most recent version. Files stored in the cloud on OneDrive can also be shared.

To access your OneDrive storage, go to the WSCC Campus Portal, my.westshore.edu. Locate the Quick Links section and then click on OneDrive. Log in using your WSCC username and password. If you have questions about OneDrive, contact helpdesk@westshore.edu.

Access to WSCC Systems after Teaching is Completed
Adjunct professor user accounts will remain active for up to one semester (fall or winter) after they last taught. If at that time, it has been determined that an adjunct will not be returning for the next semester, then the user account will be disabled. This allows for adjuncts who only teach one semester per year to be able to access material that they may need to prepare for the next semester.

If an adjunct only teaches a course that is offered in the fall (or winter), then the user account will remain active until the beginning of the next fall (or winter) semester. If at that time, it has been determined that the adjunct will not be returning, then the account will be disabled. However, if it is determined that an adjunct is not returning after they have finished the current semester, then their account will be disabled as quickly as possible after the semester closes.

Phones and Voicemail
Phones and voice messaging are through the Microsoft Teams Calling Plan app on your computer. You can either type the entire number or you may enter their recipient’s name if they are in your directory. Voice messaging will be in both your Teams site and your Outlook email. For preference, you may use a headset, the speaker and microphone in your computer, or the desk phone. Voice messaging set up
is also in Microsoft Teams. For instructions on how to set up your voicemail please contact the HelpDesk at helpdesk@westshore.edu.

my.Notify
my.Notify is a system that will send automatic text and/or email messages regarding campus class cancellations. This is a fast way for students to receive accurate information that is timely (but not of an emergency nature. For that, see CodeRed information below. Encourage your students to sign up to receive “Class Cancellation” messages on my.Notify. They will only receive notifications about their own classes. Learning a class is cancelled before arriving on campus makes it well worth their time to enroll. Students can register for this service by following the steps listed below.

1. Login to the Campus Portal my.westshore.edu
2. Click the Students Tab
3. Click myNotify
4. Click Notification Request
5. Click Next Page
6. Select cell phone carrier from the drop-down menu
7. Enter cell phone number
8. Enter email address
9. Select Class Cancellation from drop-down menu
10. Select text and/or email message
11. Click Next Page
12. Verify information entered is accurate
13. Click Submit

If students are having difficulty, they can get help by contacting helpdesk@westshore.edu.

WSCC Alerts Emergency Notification System
West Shore Community College has implemented an emergency notification system, powered by CodeRED. The intent of CodeRED allows the College to send emergency notification messages to all registered faculty, staff, and students during a crisis or emergency, such as fire, severe storm warning, campus closure, etc. Currently, the system will deliver text notifications to your cell phone.

WSCC chose CodeRED because Mason, Manistee and Oceana Counties all utilize the system. CodeRED is a public safety alerting solution designed to enable local government and public safety officials to record, send, and track personalized text messages to residents and staff in minutes. CodeRED serves as a critical part of emergency management preparedness plans.

To sign up to receive WSCC alerts, simply text 99411 and use the message of “WSCCAlert.” Within minutes, you will receive a text message that you are now subscribed to “WSCCAlert” and will begin receiving text message updates. You can opt out at any time by following the instructions included within the subscription text.
If you have any questions or concerns, please contact Craig Peterson at 231-843-5920 or email at capeterson@westshore.edu.

**Offices, Keys, and Mailboxes**
If space is available, adjunct instructors with 2 or more courses may have an office shared with other adjuncts. Your mailbox will be in the Arts & Sciences faculty suite or the Tech Center office suite. If you need an office, keys for your office, or your mailbox location, contact Evette or Wanell.

**Inclement Weather and other Emergency Closings**
[Inclement Weather Policy Webpage](#)

If West Shore closes due to weather or other circumstances, you can find emergency closing information at the following sources:
- Your email, voicemail, or text as identified via CodeRed
- WSCC website
- WSCC recording at 231-845-6211
- WSCC’s Facebook page
- Local radio stations
- Local TV stations

If WSCC main campus is closed, all classes at off-site locations are also automatically cancelled.

If WSCC does not cancel its classes, instructors are expected to teach. If you are not able to reach your teaching location because of unsafe conditions, follow the procedures for Faculty Absences: Planned and Emergencies.

**Emergency Protocols**
Protocols for emergencies are posted in classrooms on the main campus, Manistee Center, and in other locations where WSCC offers classes. The key steps are:
- Assess the situation
- Separate from the danger, if possible
- Call 911
- Dial 0 for the college operator, or after hours, call maintenance at 231-843-5717.

**Part III - Student Policies**

**Student Policies & Procedures**
[Policies & Procedures](#)

**Academic Integrity and Academic Misconduct**
[Student Academic Violations](#)
FERPA: Students’ Educational Privacy Rights

Students Rights & Privacy Notification

Family Educational Rights and Privacy Act (FERPA) mandates that faculty are permitted to talk only to the student about any aspect of their coursework (class, grades, attendance, etc.) unless the student has a Release of Information on file with Student Services, allowing you to speak to someone else, such as a parent or spouse. Faculty must verify this permission before speaking to others about a student’s performance by contacting Student Services at (231) 843-5510.

Some of your courses may include high school students, whose parents may contact you for information. While they are accustomed to talking with high school teachers, you as a college faculty member may not speak with a parent about the student’s performance unless the student has specifically given permission to do so via a Release of Information. As with other students, verify this with Student Services.

If you have questions about FERPA, please contact Jill Sweet, Registrar, at 231-843-5918.

Part IV - Campus Resources for Faculty and Students

Bookstore & Café – 231-843-5506
WSCC Bookstore

The Bookstore & Café, located in the Schoenherr Campus Center, provides faculty and students with convenient and reliable access to electronics, convenience items (including food and drink), WSCC spirit products, and some required course materials.

FAQ’s
Question 1: How do I know what book is selected for my course?
Answer 1: Check with your Department Chair or visit the College’s online bookstore at: WSCC Online Bookstore

Question 2: How do I get instructor material?
Answer 2: Go to your publisher’s website and register as an instructor using your WSCC email address. Follow the publisher’s screen prompts to search for your title and request your desk copy. Most publisher’s now have instructor material in electronic format giving you immediate access to the information you need.

Question 3: How and where can my students purchase their textbooks?
Answer 3: WSCC has partnered with Barnes & Noble College to sell all our required course material through an online store. WSCC Online Bookstore Students may use their financial aid on this site and can even select to purchase books from other resellers.

Students and staff of WSCC receive several services and products from the bookstore, including:
- Online shopping for textbooks (including marketplace price comparison, textbook rentals, and e-books)
- Price matching for textbooks
- Guaranteed book buyback
- Performing Arts Tickets
- UPS services
- Grab-N-Go convenience food
- Specialty drinks such as espresso, cappuccino, and smoothies.

Services to Support Student and Campus Well-Being and Safety – 231-843-5942

Care Team

Students may request support or refer another student needing support using the CARE form at my.westshore.edu. All requests will be kept confidential. After assessing the request, the Director of Student Access and Resources will contact the student of concern to discuss one or more appropriate forms of support to ensure academic success. Faculty and staff may submit concerns via the Early Alert system located when logged into my.westshore.edu.

Disability Access Services – 231-843-5942

WSCC assists students with disabilities through accommodations, consultation, and advocacy. Student Access and Resources assesses students’ needs and determines if their disability merits academic accommodations.

If accommodations in the classroom are deemed appropriate after review of supporting documentation, an accommodation form will be emailed to the student outlining the type of accommodation to be made. Students are responsible for submitting accommodation forms to faculty. To protect the rights of students with and without disabilities, faculty will only provide accommodations when in receipt of this official notice.

If you have questions about accommodations, contact the Director of Student Access and Resources, Julie Dill, at 231-843-5942, email jdill@westshore.edu, or visit her in the Student Services suite of the Schoenherr Campus Center.

Testing Center – 231-843-5528

Testing Center

The Testing Center is in Room 768 on the second floor of the Schoenherr Campus Center. All testing appointments must be scheduled ahead of time by calling (231) 843-5528 or emailing testingcenter@westshore.edu. During the Fall, Winter, and summer semesters, the Testing Center is open weekdays with varying hours of availability. College holidays and closures are observed. Students will be required to provide a photo ID with their first and last names before testing.
Library – 231-843-5529

Welcome! The William M. Anderson Library is the information hub of campus. The goal of the library is to empower our patrons to connect with resources, each other, and campus to cultivate a life of learning and growth. The library hours are Monday, Thursday 8:00-7:30, Tuesday-Wednesday 8:00-6:00, Friday 8:00-4:00.

Library resources include:
- Books, audiobooks, and DVDs
- Online databases and e-books
- Interlibrary loan requests
- 13 computer workstations
- Study rooms for individual or group work
- Video and podcast recording Studio
- Textbooks on reserve for students to use in the library
- Ask WSCC Library: get your questions answered 24 hours a day with virtual chat on the library website

All these resources are freely available to students, faculty, staff, and the community. Keep up to date with the library’s website. If you’d like to schedule a tour or include a session of research skills in your course, contact Patti Skinner, Director of Library Services paskinner@westshore.edu or if you’re not sure visit the library! We would love to see you!

Recreation Center - 231-843-5543

The Recreation Center is in the lower portion of the Recreation Center building. It includes the:
- Wellness Center
- Weight Room
- Pool
- Gym
- Racquetball Court

As a valued member of our adjunct faculty, you, your spouse, and your dependents have full access to these facilities during any semester that you teach. If you are a new user of the Wellness Center, we strongly encourage you to schedule an orientation session prior to using it. You must complete a Recreation Center membership form at the Recreation Center Office. Contact the Recreation Center Office at 231-843-5543.

Student Services – 231-843-5510

Advising & Registration
Title IX – (231) 843-5819

Title IX

Title IX is a federal regulation that safeguards against discrimination based on sex in education programs and activities. It encompasses various forms of sexual misconduct, such as sexual harassment, sexual assault, dating violence, domestic violence, and stalking. This protection extends to all individuals, including students, staff, and faculty, regardless of their race, ethnicity, religion, sex, sexual orientation, or other protected statuses. The scope of the regulation encompasses both on-campus incidents and certain off-campus situations involving students or staff.

If you experience any form of sexual misconduct, we strongly encourage you to reach out to our dedicated Title IX coordinator. Our coordinator, Debbie Campbell, is available to provide guidance, support, and further assistance throughout the process. Additionally, if you become aware of any instance of sexual misconduct or receive a report about it, as a staff member of WSCC, you have an obligation to promptly report the matter to our Title IX coordinator, Debbie Campbell. This ensures that appropriate measures can be taken.

When a student confides in you about a potential incident, it is important to create a safe and supportive environment. Reassure them that you are there to assist them and that their privacy will be respected. However, it is crucial to inform the student that if the matter they disclose could be classified as discrimination or sexual assault, you will handle it discreetly, while also sharing the information with the Title IX coordinator. This step is necessary to initiate the appropriate procedures and ensure the well-being of everyone involved. Additionally, please inform the student that our institution provides access to mental health services through our qualified Mental Health Clinician and the Director of Student Access and Support, both of whom can offer confidential support and assistance.

Academic Support & Tutoring – 231-843-5556

Tutoring

The 2nd Floor Commons, located in Room 761 on the second floor of the Schoenherr Campus Center, offers students a place to build skills and improve content knowledge. Embedded Academic Coaches meet students where they are in high enrollment, high challenge courses and are available outside of class for student-requested appointments. Students may also request a tutor for courses without embedded coaches. Students are encouraged to take advantage of these FREE services by contacting Amber Rozek at 231-843-5556 or tutoringcenter@westshore.edu. The College also offers online tutoring through a partnership with NetTutor. NetTutor is available via Canvas when faculty enable it through their Canvas shell for students. For more information about NetTutor, contact Amber Rozek at 231- 843-5556.
Part V – Technology

Help Desk

Help Desk is WSCC’s one-stop source for assistance with all things technological. This includes:

- Computers, printers, and audio-visual equipment
- Email
- Phones
- Software programs like Canvas, Microsoft365, or Zoom
- OneDrive

For assistance call 231-843-5570 or send an email (from your WSCC account) to helpdesk@westshore.edu. The Help Desk is staff Monday through Thursday from 8am to 7pm and Friday’s from 8am to 5pm. There is limited coverage on weekends. If you call the Help Desk and no one answers, please leave a message. Someone will respond as soon as possible.

Immediate Help in the Classroom

If you need technology assistance in the classroom, Help Desk staff will respond as quickly as possible. There are three ways to contact Help Desk staff:

1. Send an email to helpdesk@westshore.edu.
   - Write in the subject line: Classroom Help Needed in Room ___
   - Describe the problem briefly in the memo section, or
2. From the instructor’s station, dial 5570 or press the Help Desk button, or
3. From a cell phone, dial 231-843-5570.

If they are assisting other users, they will contact you, letting you know your message has been received and when they will be there.

Standard Classroom Technology

All classrooms have a computer, video projector, and audio. Document cameras are available upon request.

Canvas Software for All WSCC Courses

The college uses Canvas for its Learning Management System (see Part II - Key Administrative Information, Canvas Learning Management System). A course “shell” is automatically created for every course that is being taught at WSCC. Canvas can be used for all learning modalities, face-to-face, hybrid, and online. Regardless of the modality being used, faculty are expected at a minimum to use the Canvas course shell for posting the course syllabus, student grades and attendance (if applicable).

Beyond the minimums, faculty can use Canvas to build a fully functional and integrated course that includes discussions, quizzes, assignments, groups, files, and videos. Courses can be organized by
modules that provide the student with flow and organization. Each Canvas user is provided with access to Canvas Studio, a video recording tool that allows users to record video presentations (see Part V- Technology, Audio/Video Recording Software).

While Canvas is user-friendly, new user training is required. Each new faculty member will be trained on the fundamentals of using Canvas. Training is provided through the Learning Management Systems Analyst and will be completed prior to the faculty beginning the semester. New faculty will be contacted by the LMS Analyst to arrange a training session. Other Canvas training is provided on an as needed basis and during other faculty professional development sessions.

Copyright in Canvas
Virtual Faculty Center Copyright Page

Copyright works differently in the online environment than it does in a face-to-face classroom. The copyright guidelines in the classroom are somewhat open regarding the use of images, sound recordings, and video. However, when it comes to placing any of these materials in your Canvas shells, which is considered an on-line environment regardless of the course’s modality, more safeguards need to be in place to honor copyright laws. For more information on copyright laws and standards, contact the Director of Library Services, consult the Virtual Faculty Center in Canvas.

Audio/Video Recording Software
WSCC offers Canvas Studio, Canvas Media Recorder and Zoom to help you develop audio and video recordings for your classes. Canvas Studio and Canvas Media Recorder are built into Canvas while Zoom is integrated through a connection between Canvas and Zoom. Zoom allows faculty to broadcast live lectures and record them for use later. Canvas Media allows you to record audio for student feedback. Canvas Studio allows you to record your lectures offline, narrate presentations and insert pop-up quizzing.

From the Canvas Studio Guide:

Studio's interface lets students and instructors engage with media content by commenting directly on the media timeline. Students can learn from each other's insights as well as from the instructor’s direction and feedback.

Studio's analytics allow instructors and administrators to analyze the media students quickly and easily are viewing, how long they are viewing, and when they stop viewing. This information allows instructors to optimize media to communicate critical information more effectively and monitor student behavior.

Studio integrates with Canvas for a seamless learning experience. Studio media can be embedded in the Rich Content Editor, which is available in multiple feature areas including Assignments, Discussions, and Pages.
Both Studio and Zoom are accessibly compliant with closed captioning capabilities. For more information about these technologies, contact the Learning Management Systems Analyst or consult the Canvas Help.

**Computer and Mobile Labs**

**Computer Lab**

Computer labs are available to you and your students, or you can turn your classroom into a computer lab using a cart of tablets or laptops. The hours of operation for computer and mobile labs are:

- Monday – Thursday 8 AM – 7 PM
- Friday 8 AM – 5 PM

Contact the Help Desk at 231-843-5570 or helpdesk@westshore.edu to reserve a computer lab or mobile cart. Listed below are computer labs available for use, the majority of which can be reserved. Open labs cannot be reserved but are available for small group or individual work.

**Computerized Classrooms in the Tech Center**

- Open Lab Room 110 - Open to student use - prefer to leave Open
- Room 117 - 18 seats - reservable when not in use
- Room 120 - 18 seats - reservable when not in use
- Room 112 - 15 seats - reservable when not in use

**Computerized Classrooms in Arts and Sciences Center**

- Room 126 - PC based multimedia systems

**Schoenherr Campus Center**

- Library - 14 seat open lab
- Learning and Testing Center – 45 total seats – reservable when not in use (contact the LTC for more information)

**Manistee River St campus**

- 25 seat Mobile lab - Fall 2022

**Part VI – Teaching**

**Virtual Faculty Center (VFC)**

**Online Teaching and Learning Resource Center in Canvas**

The Virtual Faculty Center's goal is to provide a centralized location for faculty to access electronic college and web resources. Here you will find links to a wealth of information relevant to your work as a faculty member, including college forms, handbooks, and manuals, as well as a curated selection of professional development resources. The VFC is accessible through your Canvas Dashboard. For more information, please contact Darby Johnsen djohnsen@westshore.edu.
For each course, faculty members are required to include standard syllabus elements so that consistent and accurate information is disseminated. Contact your chair or director for a sample syllabus for your assigned class(es).

Our accreditation requires us to have a current syllabus on record for every course, please email an electronic copy of your syllabus to Evette or Wanell by 5 pm the Friday before the semester begins.

Student Learning Outcomes (SLOs)
Outcomes, also known as Student Learning Outcomes (SLOs) are statements identifying the knowledge, skills, or abilities students will possess and can demonstrate upon successful completion of a course or path of study—whether that path is within a discipline (e.g., chemistry, history, and philosophy), a program (e.g., accounting, corrections, and nursing), or a division (business and communications). If your chair or director has not provided a copy of the course description and outcomes for the course you are teaching, ask your chair or director for them or contact Evette or Wanell.

You need the outcomes when you are preparing your course. First, ask yourself the following two questions and be clear and specific with your answers:

- What do you want students to be able to know or do at the end of the course?
- What projects, papers, presentations, tests, or other activities will demonstrate to you that students have learned or are able to do what you want them to and up to what standard?

Second, with your answers in hand, now identify the resources and readings, assignments, and activities (“practicing” with the content) that will best help them get there.

Your chair or program director are the best people to consult with on how to use outcomes to direct not only what you teach but also how you teach it.

Core Abilities
Core abilities are important cross-disciplinary skills WSCC believes that all students should possess at graduation. WSCC has identified three core abilities that impact their success in your course and other courses at WSCC, at the workplace, and throughout their lives. WSCC has established core abilities in three areas:
Improving students’ abilities to write, think critically, and act professionally needs to be incorporated into every class, in ways appropriate to the discipline or field in which you teach. We also encourage faculty to take advantage of workshops offered at in-services and at other times during the semesters to further strengthen your skills in helping students improve these core skills.

Office Hours in the 21st Century
Office hours can be held face-to-face as well as virtually through phone, texting, email, chats, Zoom, FaceTime, etc. You are not obligated to work in any specific modality, but you must be available to students in a timely manner whatever modality works for you and your students.

If you teach a 100 percent face-to-face course, you might find it helpful to schedule office hours a half hour before and after class time; however, since students' schedules sometimes do not allow them to meet at these times, you may need to set up a different time or meet virtually.

Canvas offers a quick and private method for instructor-student conversations via the Inbox. You can either take care of questions there in the Inbox or use it to set up a time for a talking or meeting later. The Inbox link is located on the blue menu on the left side of your Canvas dashboard. Regardless of the method(s) of communication, students should know via your syllabus what your commitment is in terms of responding to them; for example, you will respond to calls, emails, etc. within 36 hours. Please include in your syllabus if you are not available at certain times, such as Friday morning through Sunday morning.

If you are not assigned an office and need a room to meet with students, you can contact Evette or Wanell to schedule one. There are often many rooms available for use, including conference rooms in both the Tech Center and A & S buildings and study rooms in the library. Most rooms will have posted hours of use near the door. Feel free to use a room that is unoccupied if you have an impromptu meeting.

Attendance & Grades

Start-of-Semester Attendance Report
At the end of the second week of the semester, faculty submit an attendance report identifying students who have either not attended/participated or have missed several classes or assignments. This report is important because students who did not attend/participate will be dropped from the class and be eligible for a full refund, and financial aid will be reduced or cancelled. In addition, students at risk of falling behind will be identified. You will receive an email when this report is due. All faculty (full-time and adjunct) must complete this report for each course, each semester.
Midterm Grades
Midterm grades must be submitted for students who are receiving grades of C- or below. You will receive an email when these grades are due.

Final Grades & Attendance
Final grades are due on the Monday following the last day of the semester. Grades at West Shore include A-F and I for Incomplete.

For students who earn an F or an I, you must also include the final date of attendance:
- For students earning an F or an I who were present through the last day of the term, enter the last day of the term as the final attendance date.
- For students who stopped showing up during the semester, indicate the last date of attendance using the date the student performed the last academic activity. Academic activities include:
  - Attending a face-to-face class
  - Participating in an online activity
  - Submitting an assignment
  - Taking a quiz or exam

Incompletes
In addition, for students receiving an I, please fill out the Incomplete Form. You can also request a fillable PDF form by emailing sturecord@westshore.edu. Please be certain to complete the section at the bottom of the form, ‘Coursework to complete by the above completion date.’ Note: you may print this page and use it. When doing so, please email a copy to the student, to your chair or director, and to sturecord@westshore.edu.

Contact Irma Hinojosa in the Student Records Office if you have questions Ihinojosa@westshore.edu.

Student Course Evaluations
At the end of each semester, students are encouraged to provide feedback about their courses by completing a course evaluation. The course evaluation period begins on Monday of the second to last week of the semester and runs through Sunday after the last day of the semester, a total of 14 days. All adjunct faculty courses are automatically added to the evaluation process. An announcement will appear to students and faculty in Canvas when the evaluation period has begun. Faculty should encourage their students to take time to complete the evaluations. Faculty can review their course evaluations any time after the evaluation period has ended. For more information on Student Course Evaluations, contact your division chair, department dean or the Learning Management Systems Analyst.

Class Meeting Standards
Classes must be held every week of the semester in order to meet federal standards. They must also meet for the full time identified in the course schedule, whether face-to-face or online. Federal
standards require that if you do not administer a final exam, you must hold class the last week of the semester.

**Evaluation**
As a part of both professional development and continued excellence in teaching, Chairs and Program Directors conduct evaluations of adjuncts in part by observing them in the face-to-face and/or online “classroom” and through review of the students' evaluations. Chairs and Program Directors and adjuncts discuss such matters as what is working well, what new methodologies an adjunct would like to explore, and where improvements might need to be made.

**Community & Professional Development**
Your chair or director is an essential contact to help you develop a sense of belonging to a professional community and to help you stay apprised of new developments at WSCC. There are a variety of community development and professional development opportunities available throughout the year. You are invited to apply for funding for an opportunity such as attending a conference or other professional activity.

Fall and winter faculty professional development days are scheduled the week before the beginning of each semester. Stipends are available to adjuncts to attend in-services.

Division meetings are held both at in-services and throughout the year. Adjuncts are encouraged to attend division meetings whenever possible.

Adjuncts are also invited to participate in semester-long teaching-learning circles. The number and content of teaching circles varies each year. For more information about teaching circles, contact your chair or program director.

**Helpful Tips for Adjunct Nursing Instructors**

*Nursing Faculty Canvas Course*

We hope you find WSCC a great place to teach, with energetic, thoughtful students and friendly, committed colleagues. We could not do it without you!