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**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
County of Cook and State of Illinois**

**HAROLD WASHINGTON COLLEGE
ADJUNCT FACULTY ORIENTATION**

THE CHANCELLOR

REPORTS that Harold Washington College provided an adjunct faculty orientation for all adjunct faculty on Friday, September 5, 2003 from 4:30 to 6:30 pm. Attendance was voluntary. All new non-tenured faculty to the College in Fall 2003 were also invited to attend. Participants in the orientation received the *Harold Washington College Adjunct Faculty Handbook* as well as tips on student grading and attendance, course outline presentation, professional development opportunities, building renovation and impact on semester activities and space, and *Blackboard on Campus* availability. Approximately 30 attended the initial orientation.

Respectfully submitted,

Wayne D. Watson
Chancellor

November 6, 2003