

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

**ADJUNCT FACULTY ORIENTATION – FALL 2007**  
**WASHINGTON COLLEGE**

**THE CHANCELLOR**

**REPORTS**

that Harold Washington College provided an Adjunct Faculty Orientation on Saturday, August 26, 2007 for fifty-eight (58) new and returning adjunct faculty members and department chairs, and;

that Cecilia L. López, Ph.D., Vice President, Academic & Student Affairs, provided an overview of AY2008-2009 accreditation visit preparation; encouraged adjunct faculty to become part of Criterion Teams; stressed the preparation of their course outlines with course objectives and student learning outcomes; and directed faculty to review their course outlines to the prepared course outline template provided in the *Harold Washington College Adjunct Faculty Handbook*, Fall 2007 Edition, and;

that John H. Metoyer, Dean of Instruction, stressed classroom management and how the course outline is the tool for establishing management of the faculty member's class in terms of what is expected of students including Academic Integrity to include Plagiarism and how it will be dealt with during the semester from the *City Colleges of Chicago Student Policy Manual* and the faculty member's course outline, and;

that CCCLOC District Representatives addressed the adjunct faculty on how CCCLOC membership is earned as well as responsibilities of members to become voting members within CCCLOC and other membership duties and responsibilities, and;

that the *Harold Washington College Adjunct Faculty Handbook*, Fall 2007 Edition, was distributed to attending faculty and the second hour of the orientation was devoted to individual academic department orientations.

Respectfully submitted,

Wayne D. Watson  
Chancellor

October 3, 2007