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TRUSTEES COMMUNITY COLLEGE DISTRICT NO. 508  
OCTOBER 5, 2009

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

**ADJUNCT FACULTY ORIENTATION – FALL 2009**  
**HAROLD WASHINGTON COLLEGE**

**THE CHANCELLOR**

**REPORTS**

that Harold Washington College provided an Adjunct Faculty Orientation on Saturday, August 22, 2009 for fifty-six (56) new and returning adjunct faculty members and department chairs, and;

that John H. Metoyer, Dean of Instruction, provided an overview of 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 2009 Edition, and;

that Mary Levenson, Director of Tutoring/Learning Center, provided information about all tutoring options for students and faculty to refer students to tutors, and;

that George D. Bickford, Assistant Dean of Instruction, provided overview of operational procedures of the College located within the *HWC Adjunct Faculty Handbook* 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 2009 Edition, was distributed to attending faculty and the second hour of the orientation was devoted to individual academic department orientations.

Respectfully submitted,

Deidra J. Lewis  
Interim Chancellor

October 5, 2009