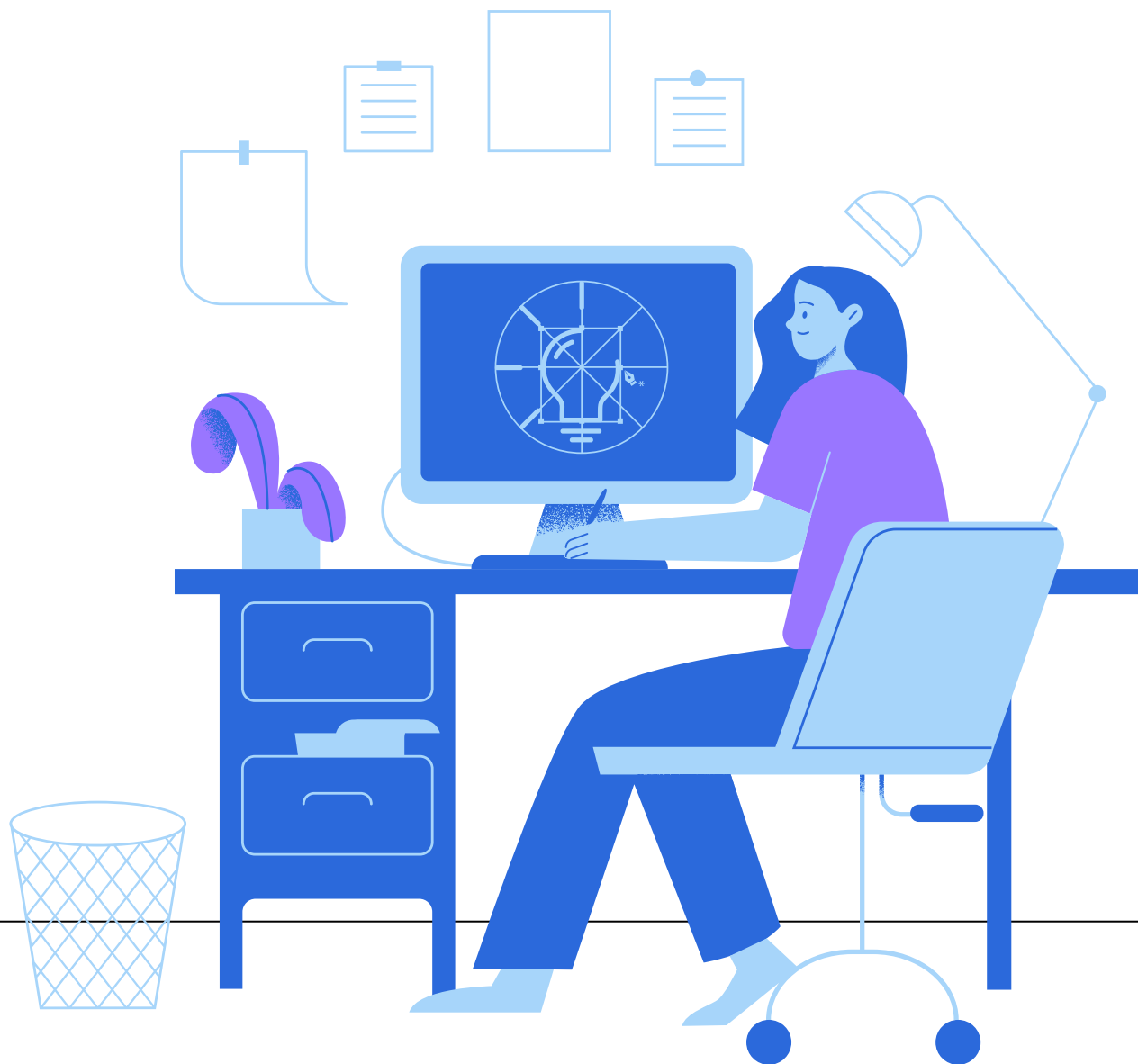




Adjunct 411: What to Know Week 1

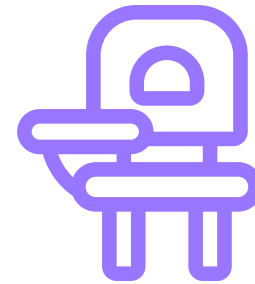
Tips and tricks for acing your first week
at SMC!

Welcome!



SPONSORED BY:

The Adjunct Committee of
Academic Senate



QUESTIONS?

We will collect questions from chat
and answer in last 15 minutes.



SLIDE DESIGN BY:

Natalie Arps-Bumbera

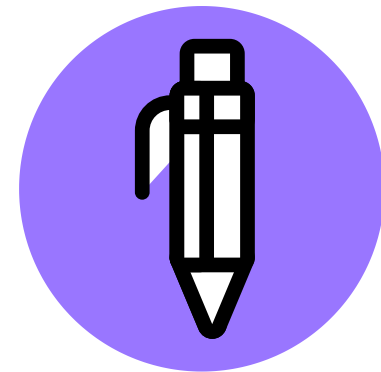
Meet the Adjunct 4II Team:



MATHESON_CATHERINE
Co-Chair, Adjunct Committee
Psychology



LYNCH_JOHN
English



BORGARDT_MARIANNE
Co-Chair, Adjunct Committee
ESL



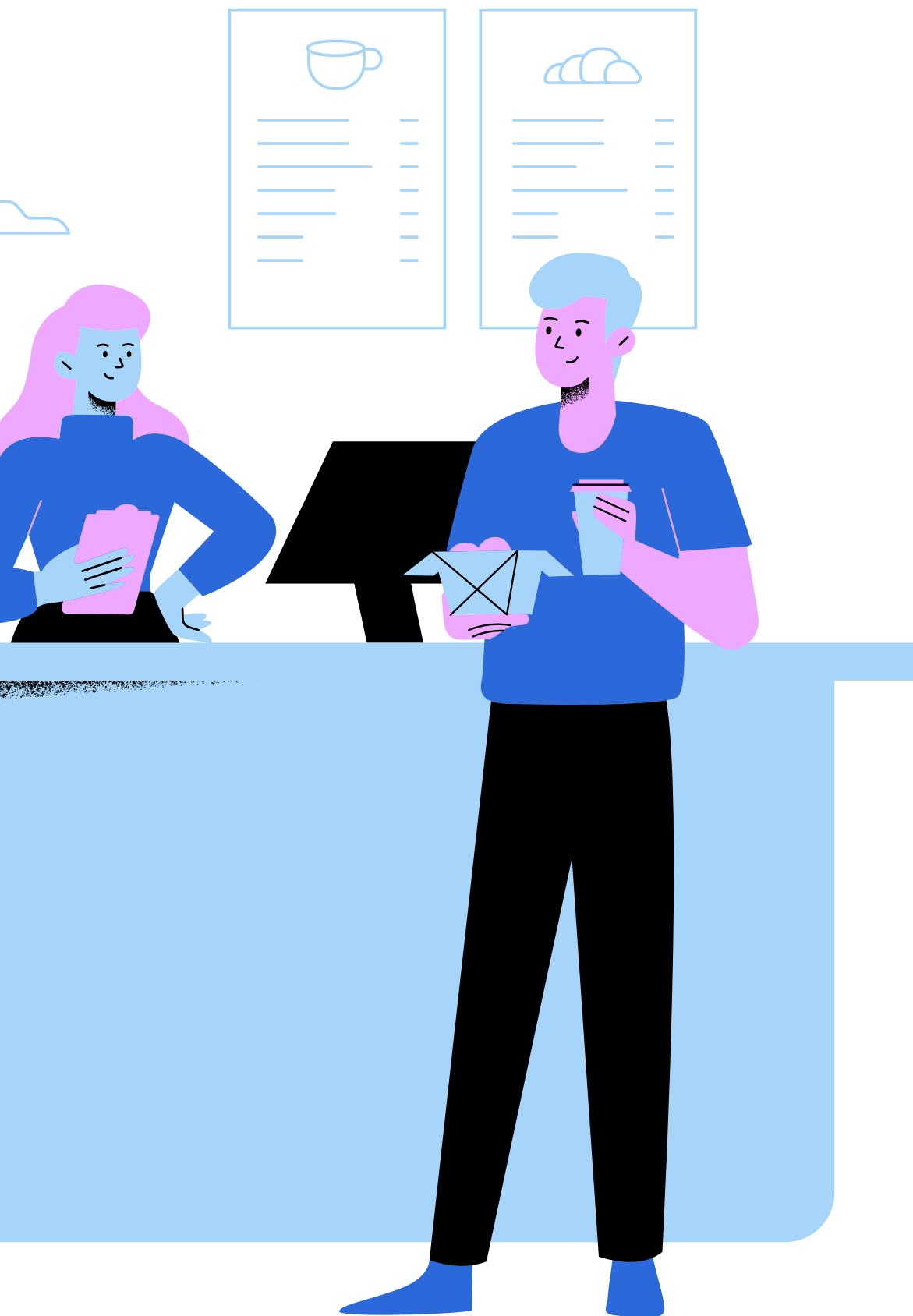
COLMER_IAN
English



KATO_NINA
Modern Languages and Cultures



BUMBERA_NATALIE
English



Week #1 Game Plan:

Wondering where to start? Here are our recommended next steps!

The Basics

PARKING, KEYS,
TECHNOLOGY,
DATES AND
DEADLINES

In the Classroom

AUDITING A
COURSE, ADD
CODES, COPIES,
ABSENCES,

Extra Credit

GETTING
INVOLVED AT
SMC

The Basics

Crucial resources to get familiar with ASAP!

DATES AND DEADLINES

Course, District, and Final Exam

TECHNOLOGY

Email, Canvas, mProfessor, Zoom, Smart Classrooms

KEYS

Classroom & Campus Access

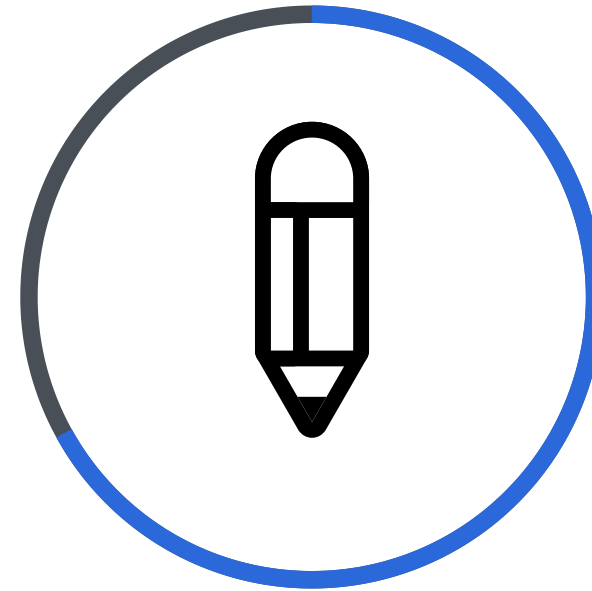
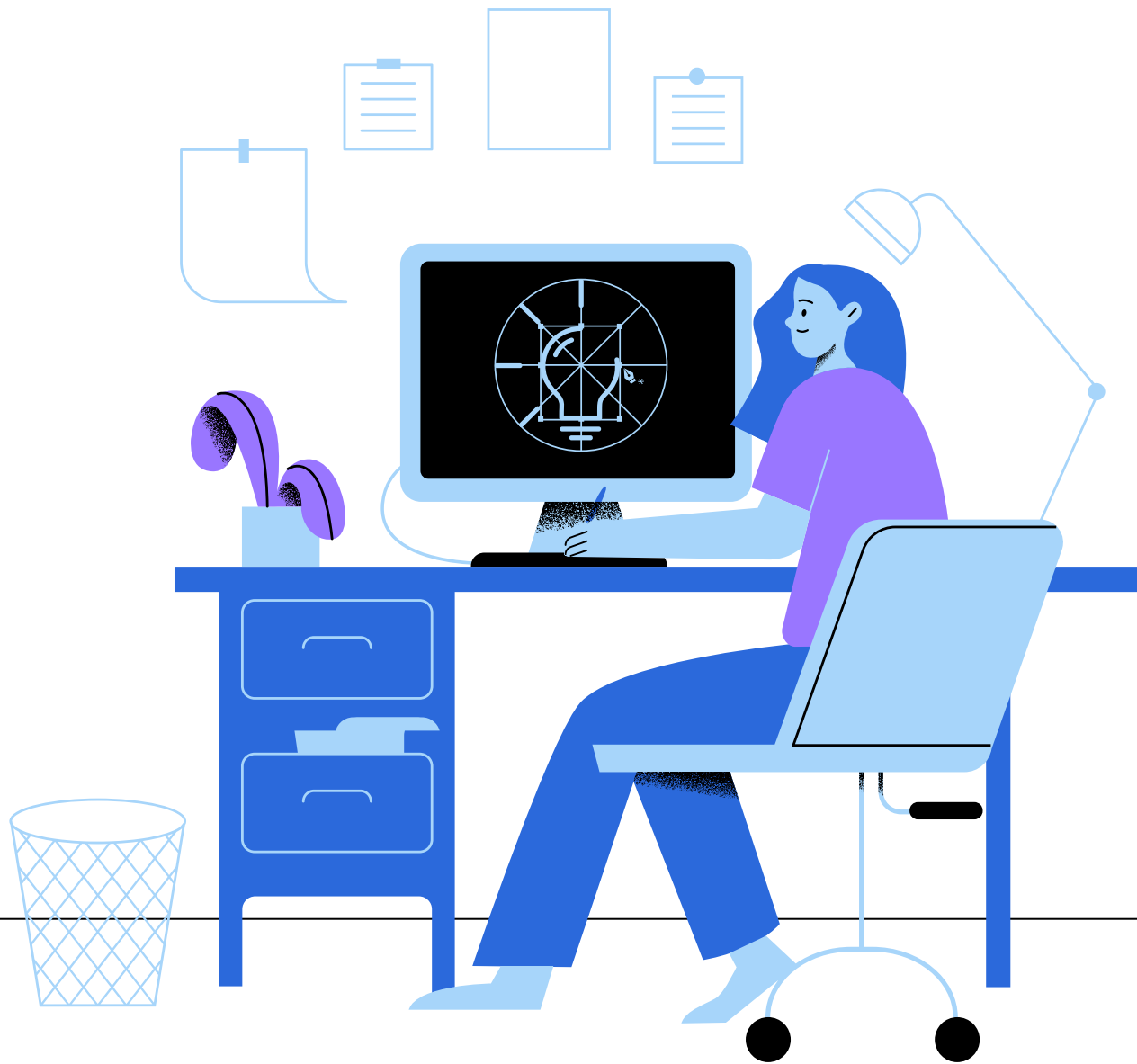
PARKING

Lots, Tickets, Permits

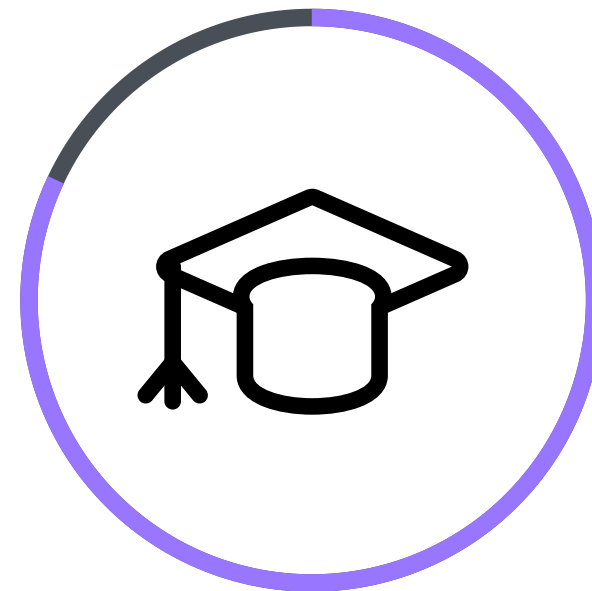
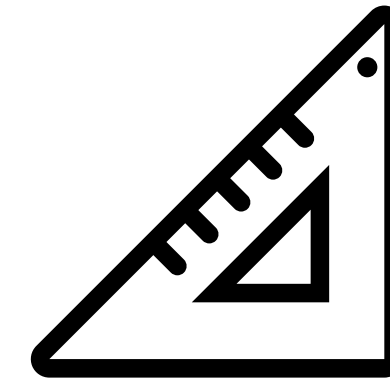
COPIES

Where and How Many

Important Dates & Deadlines



Calendar: Current
Academic Year



Final Exam Schedule:
Current Year

Key Access FAQ's

OBTAINING A KEY

Keys/electronic fobs are issued to staff and academic employees upon completion of a key request form.

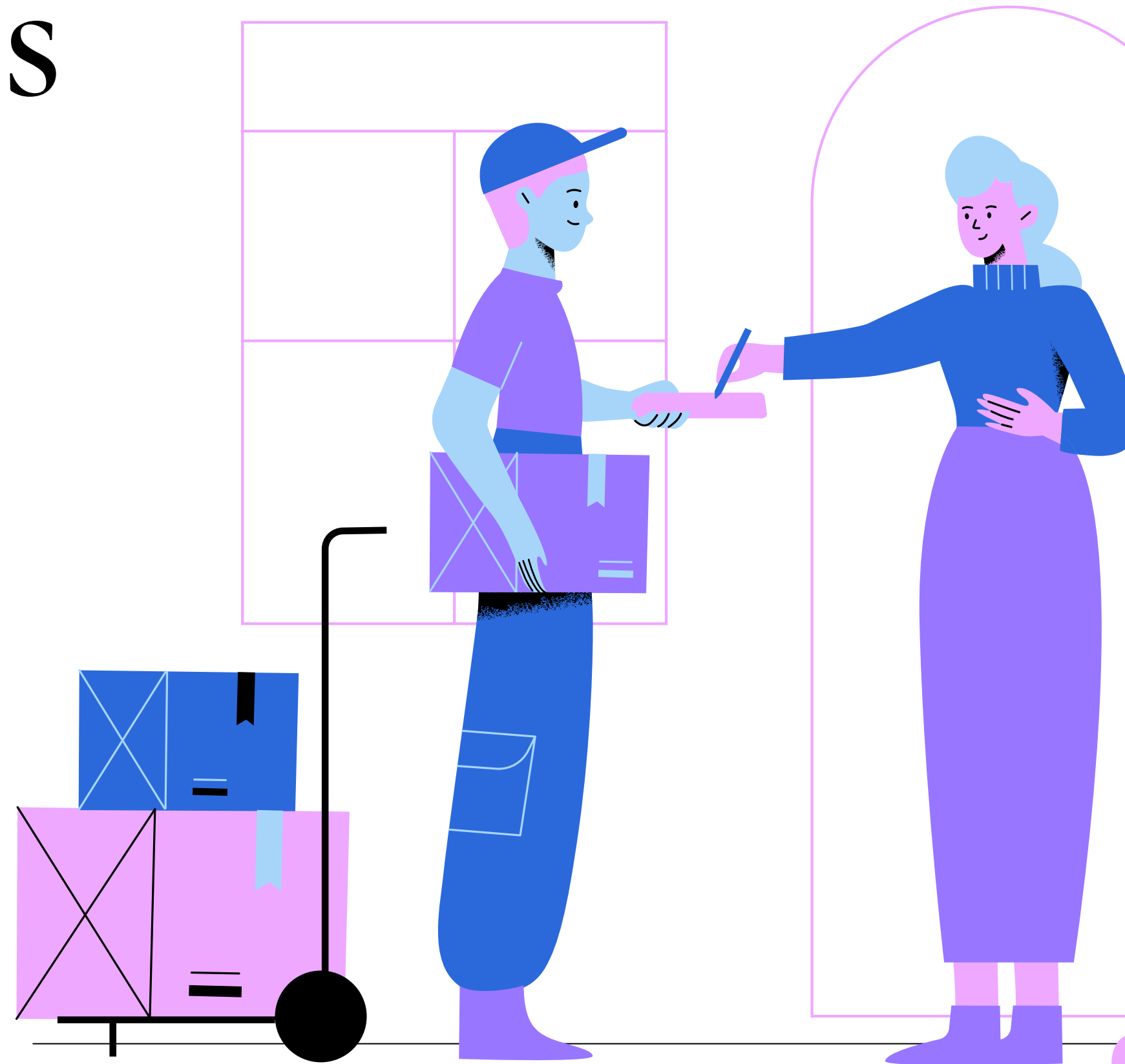
Forms are obtained through your department secretary or chair.

KEY/ACCESS CONTROL

Campus Police exclusively issues all keys, electronic door keys or fobs, and access cards.

Campus Police phone: (310-434-4300).

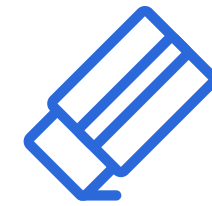
Campus Police office: Pearl /16th Street



Keyholder Campus Access FAQ's

All campus buildings are secured by [SMC Campus Police \(located on Pearl St.\)](#):

- Mondays-Thursdays: 10:15 PM - 6:00 AM
- Friday-Monday: 5:00 PM - 6:00 AM



To obtain after-hours building access :

- Call Campus Police at (310-434-4300). Police will provide remote access based on a visual or voice identification, or an officer will be dispatched to the location.



Key fobs can be programmed to allow building access to those needing after-hour entrance on a regular basis.

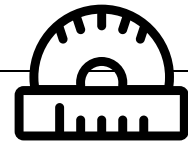
- NOTE #1: You must call Campus Police before entry/exit to avoid triggering alarms!
- NOTE #2: Electronic keys not used within a 180-day period will be deactivated



Lost/Missing Keys

Report lost keys to Campus Police immediately.

Next, complete "Lost District Key Report" form and "Key Request" form.



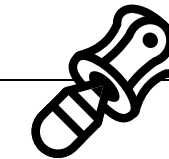
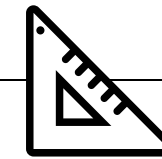
Locked Out of Your Classroom?

Call the Campus Police--they will let you in!

Note: If you are in a new building they can do so virtually, however if you are in an older building, they will need to be physically present to assist you.

Duplicate Keys

With the exception of the campus locksmith, no person is permitted to duplicate campus keys, install locks, or modify existing locks.



Returning Keys

In the event lost keys are found, they must be returned to the Campus Police immediately

All keys must be returned to Campus Police when an employee is leaving College employment.

Photocopy FAQ's

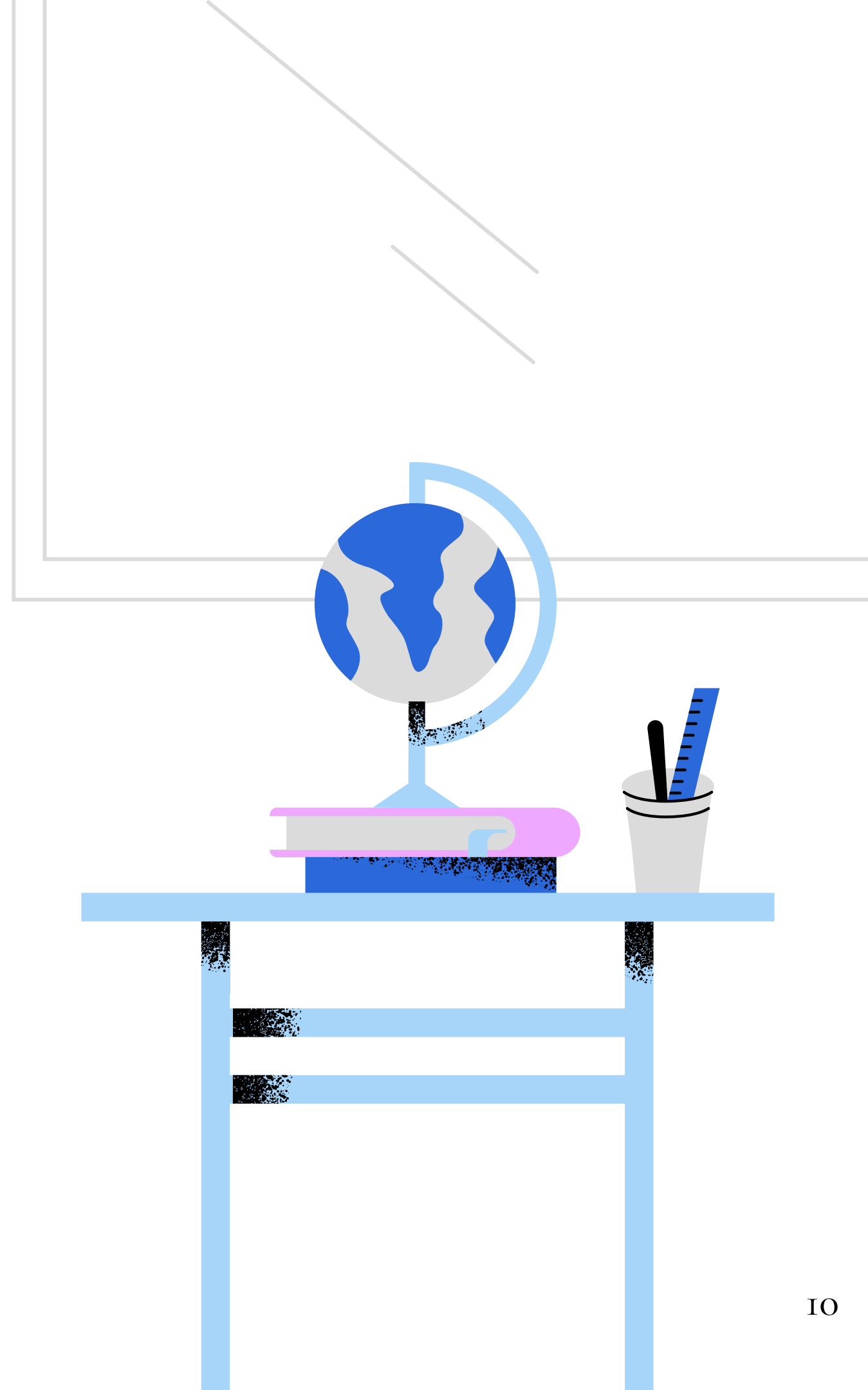
Where (and how) can I make copies?

All copy requests should be electronically delivered to [Reprographics](#) through [Web Print](#).

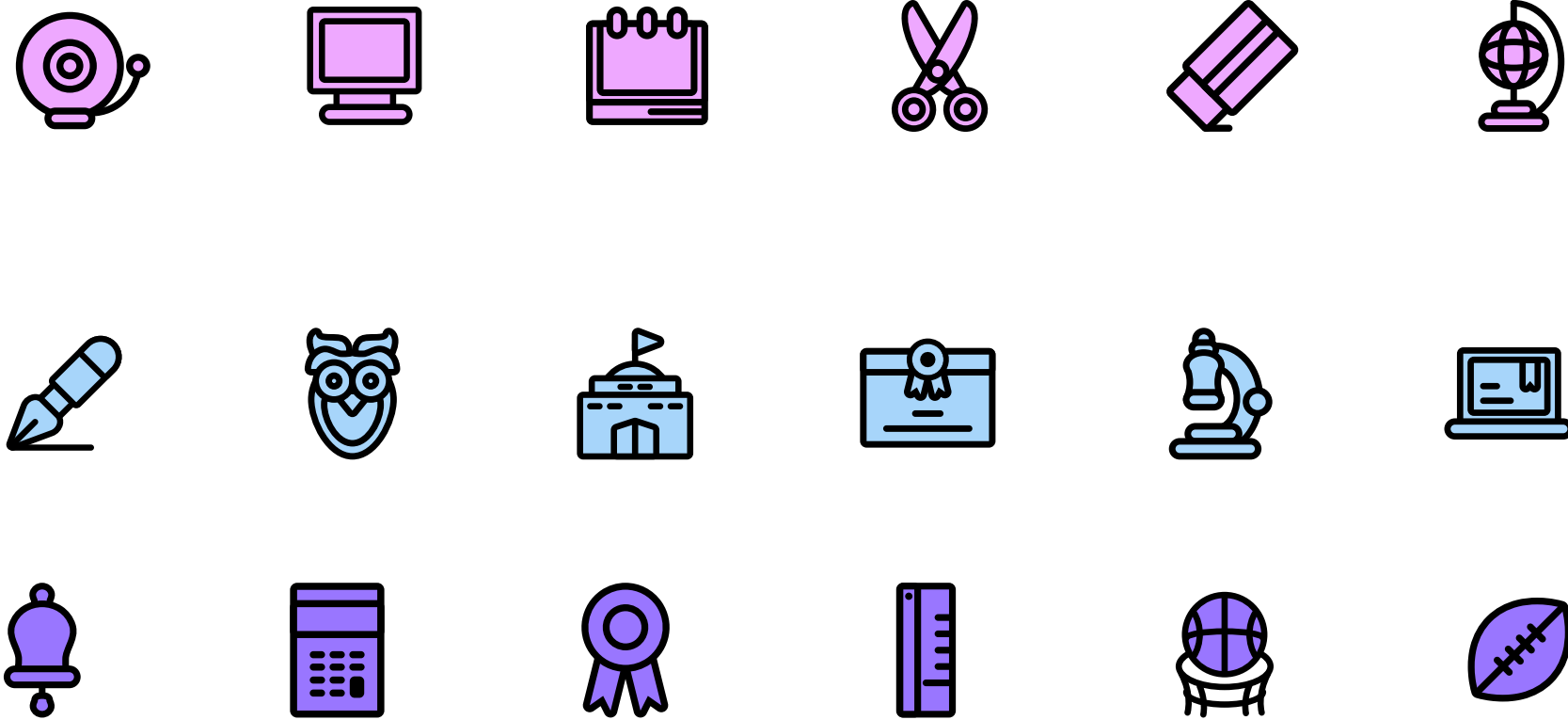
You can also access [Reprographics](#) from the [Technology Resources](#) page on SMC.edu.

Send in requests by 7PM the night before.

Email on-duty Reprographics technician to pick up your completed order in-person from the [Media Center](#).



The Media Center & Reprographics



SMALL JOBS (In Person):

- Self-serve copy machines are available in the Media Center on Main Campus
- Limit: 1 copy per original.
- Log-in with SMC email and password.

LARGE JOBS (In Person):

- For exams, handouts, etc. visit the [Media Center service counter on Pearl Street](#) (click for map).

LARGE JOBS (Online):

- Fill out an online copy request form through [Web Print](#).

General Technology FAQ's



QUESTIONS ABOUT MPROFESSOR:

Information about logging in, Flex hours, batch e-mails to students, grade change forms

QUESTIONS ABOUT SMART CLASSROOMS:

For questions about your Smart Classrooms/"smart cart" visit: [SMC's Smart Classroom site.](#)

FOR TRAINING, CONTACT MEDIA SERVICES DEPARTMENT

- Schedule training
- Phone: (310) 434-4352
- 4352 = "Hotline" for on-campus support

Your SMC Email Account

Email set up is an automated process initiated by HR. An email is sent to your personal email once your SMC account has been created.

If you need to reset your password, you can find the [instructions for resetting your password here.](#)

We are prompted to reset our own passwords once each year.



Canvas Training Classes

CHRISTINE MILLER, INSTRUCTIONAL MEDIA SPECIALIST

Canvas training is available through existing recorded webinars, as well as with 1 on 1 training from [Christine Miller](#), Instructional Media Specialist in the DE Department.

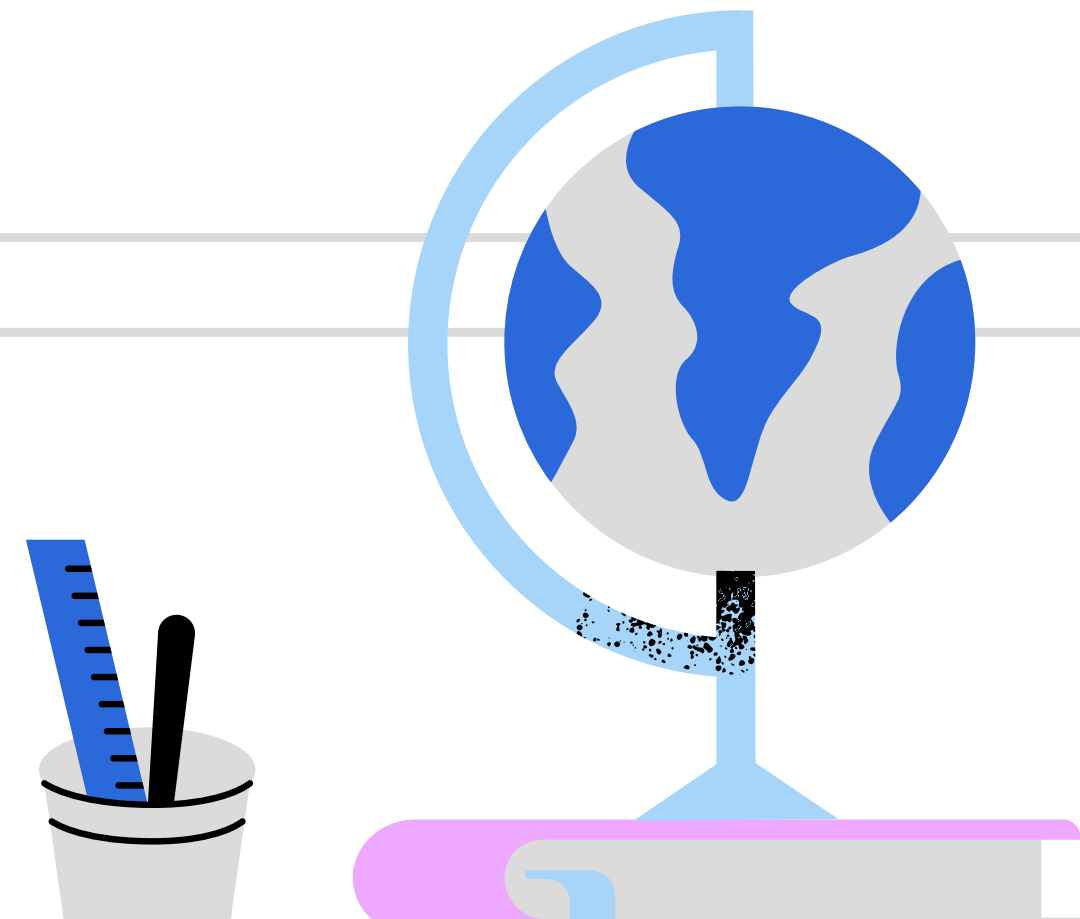
- Sessions are 30-minutes, and can be scheduled through the Canvas Dashboard.

SMC DISTANCE EDUCATION WEBSITE.

Additional training opportunities can be found on the [SMC Distance Education website](#).



What is mProfessor?



Use mProfessor to...



Submit FLEX (professional development) activities and report completion.

Submit syllabi online at the start of each semester.

Add office hours for the upcoming semester.

Verify census rosters (generally at the end of the second week of each semester).

Complete placement rosters (if applicable) mid-way through the semester .

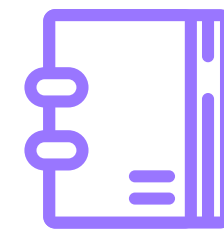
You May Also Use mProfessor To...

View Add /Drop Rosters

Access Authorization (Add) Codes

View Student Profile Information
(course placement history)

Check the schedule of final exams

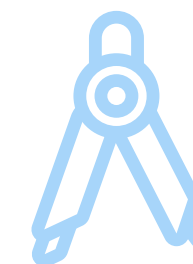
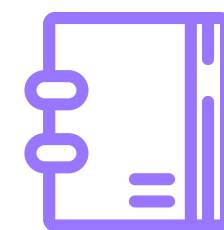


View semester deadlines (last day to add, drop, withdraw and get "W" on transcript, etc).

Submit Grade Rosters

For more information:

- See [mProfessor Guide](#)
- See [First Week Guide](#)



Parking FAQ's



LOT LOCATIONS:

Main Campus, Center for Media & Design, Performing Arts Center, and Bundy & Airport Arts (with shuttle to Main Campus).

PERMIT COST:

Parking is free for Fall 2021 Semester!

- Typically: Parking is \$93.50 fall/spring, \$49.50 summer/winter, and Bundy is free but permit is required!
- Buy [parking_permit/free Bundy_pass online](#).

PARKING ENFORCED:

- Monday – Thursday: 7 a.m. - 10 p.m.
- Friday: 7 a.m. - 12 p.m
- All vehicles parked on SMC property must have a valid parking permit.

In the Classroom

Tools for the semester

FACULTY ABSENCES

Who to inform, how to inform them,
when to do so

AUDITING A COURSE

SMC's policy on auditing a course

STUDENTS: CRASHING THE COURSE

What to do when unenrolled students
show up on the first day of class

CLASS SIZE

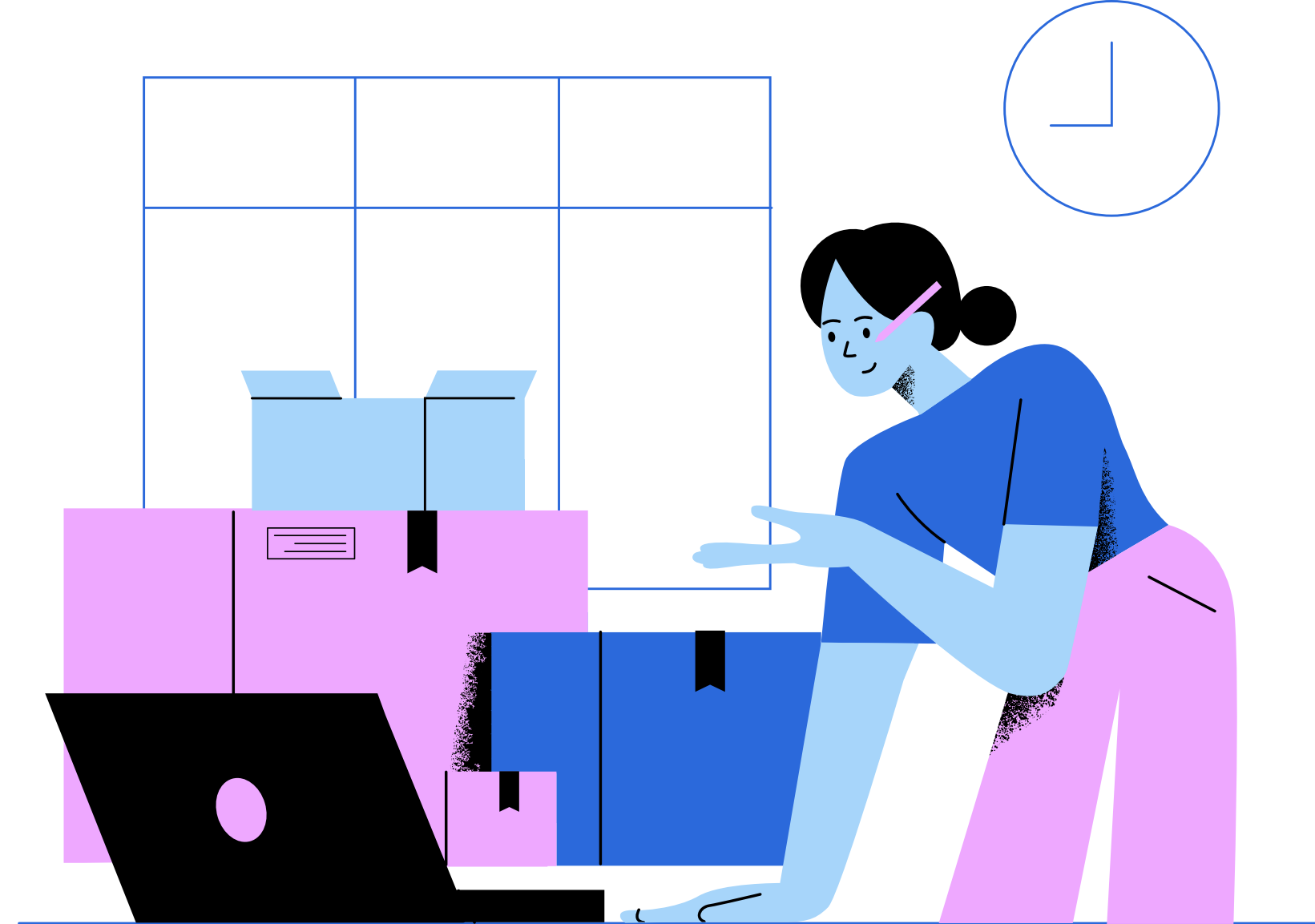
Key points to consider before adding
students to your course

STUDENTS: ADDITIONAL SUPPORT

Resources to help your students get the
most out of their time on campus

Faculty Absence FAQ's

Who to contact when
you need to miss class



CHAIR (OR ADMIN. ASSISTANT)

Notify your Chair and
Administrative Assistant.
No sub. arranged for first
missed class, arrange
sub. for longer absences.

CAMPUS POLICE

Notify the Campus
Police (for in-person
classes).

STUDENTS

If your class meets
on Zoom, notify your
students of your
upcoming absence as
well.

ADD'TL INFO:

Refer to Article 17
between FA and
District. On the
manual ["Faculty
Handbook"](#) Page 51
(Absences).

Course Audits FAQ's



WHO CAN AUDIT A COURSE?
THE ANSWER DEPENDS ON
WHETHER ...

THEY ARE A STUDENT:

Auditing courses is not permitted by students at SMC.

THEY ARE FACULTY:

The SMC Faculty Contract provides for course audits by current and retired faculty members only.

Class “Crashing” FAQ's

Encourage students to join waitlist.
Waitlist opens 2 weeks before classes start.

Access course waitlist on mProfessor.
Tip: work through waitlist before adding
students who aren't on the list!

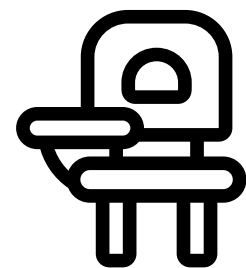
To add a student, provide add code from
bottom of mProfessor class roster.

Note: Student will not have immediate Canvas
course access



Class Size

FAQ's



While you *can* exceed the class cap, note that...

The number of students per physical classroom might be restricted due to safety guidelines.

Adding students reduces demand for new sections, which leads to fewer assignments for fellow adjuncts.

You won't be paid more for exceeding the class cap.

Your workload might increase and you might deprive students of your time if you exceed the class cap.

What Student Support Groups & Services Exist at SMC?

KEY STUDENT SERVICES INCLUDE:

- The [Black Collegians Program/Umoja Community](#)
- The [Center for Students with Disabilities](#)
- The [Center for Wellness & Wellbeing](#) (Students can call 1-800-691-6003 24/7)
- [Extended Opportunity Program & Services](#) (EOPS)
- The [Latino Center/Adelante Program](#)
- The [Veterans Resource Center](#)

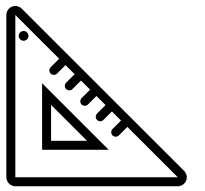
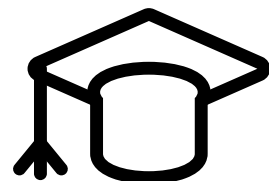
For a complete list of SMC student services please visit the [Student Services Page](#)



What Student Services Exist at SMC?

Tutoring Centers:

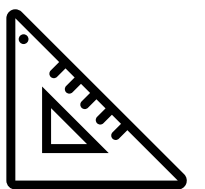
SMC has many [tutoring centers](#) on campus. (Math, ESL, English, Business, to name a few)



Chromebook Loan Program:

SMC tells students needing a computer to contact a professor, counselor, or staff member.

Faculty should then forward the student's name and email to Elease Juarez (JUAREZ_ELEASE@smc.edu) who will take over from there.



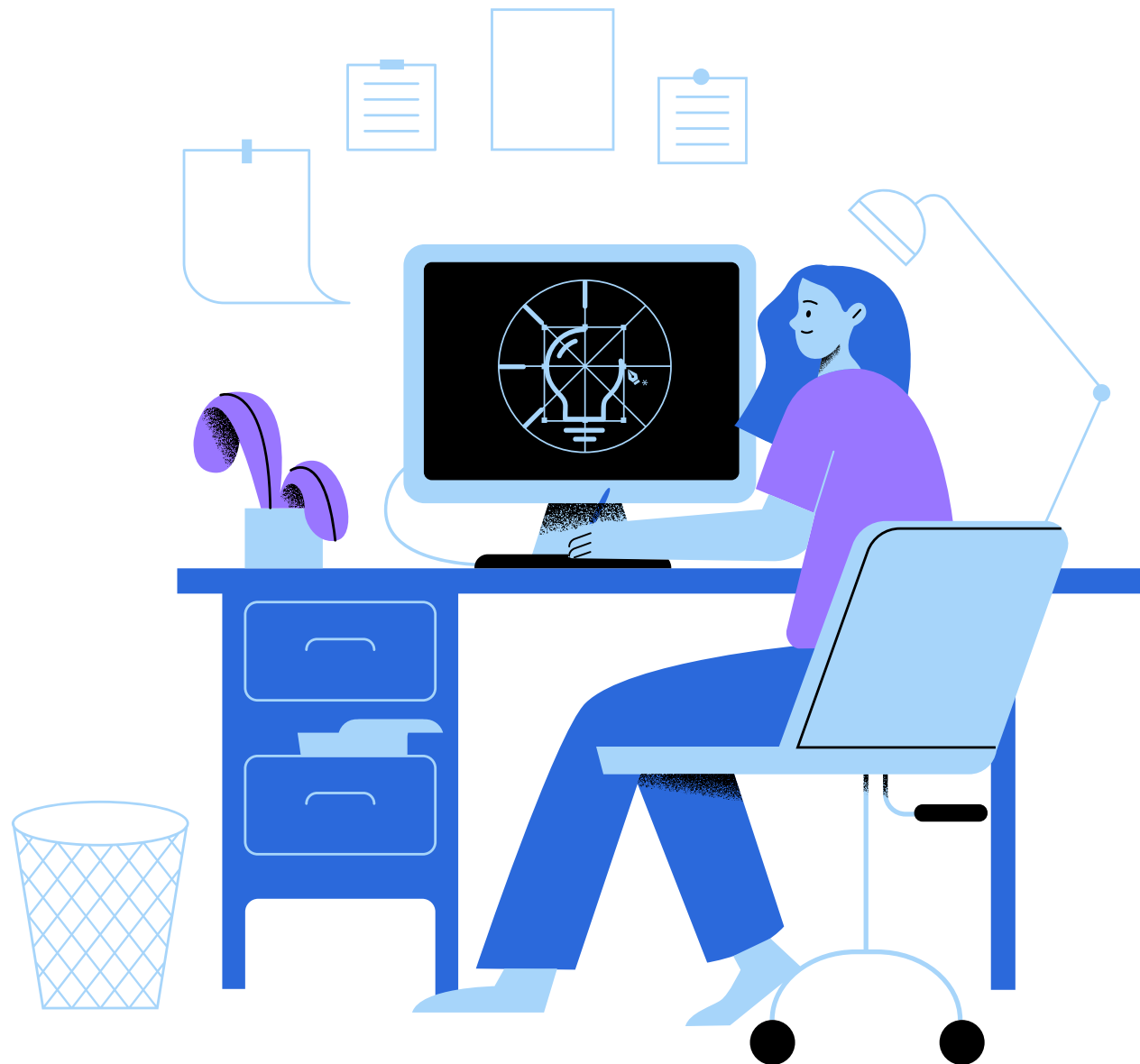
What Student Resources Exist at SMC?



- [COVID-19 Updates](#)
- [Financial Relief](#)
- [Food Insecurity](#)
- [Housing Insecurity](#)
- [Hygiene Services](#)
- [Immigration Services](#)
- [Health & Wellbeing](#)
- [Sexual Violence](#)
- [Technology](#)

Check out the full slate of [Student Resources Guides!](#)

FAQ: Which Resources Are Available for Students in Distress?



The Care and Prevention Team

The [Care and Prevention Team](#) is a campus resource for faculty and staff to refer students experiencing distress, and/or displaying alarming, problematic, or disruptive student behavior.

- Tip: Walk a distressed student to [Center for Wellness and Wellbeing](#).

In the event of an on-campus emergency:

- Call Campus Police at 310-434-4300 (or 4300 from a campus phone).
- For off-campus emergencies, dial 911.

FAQ: What Resources Should I Provide to Students With Disabilities?



Include information on the CSD/DSPS ([Center for Students with Disabilities](#)) in your syllabus, including their contact information:

- 310-434-4265
- Email dsp@smc.edu

Encourage students to contact the CSD as early as possible to arrange for accommodations:

- Extra time on exams
- Note-taking services
- Interpreting or captioning services
- Other assistive technologies

Extra Credit: Additional Opportunities

Ways to get involved at Santa
Monica College!

AT THE DEPARTMENT LEVEL

Department Meetings & Work Groups

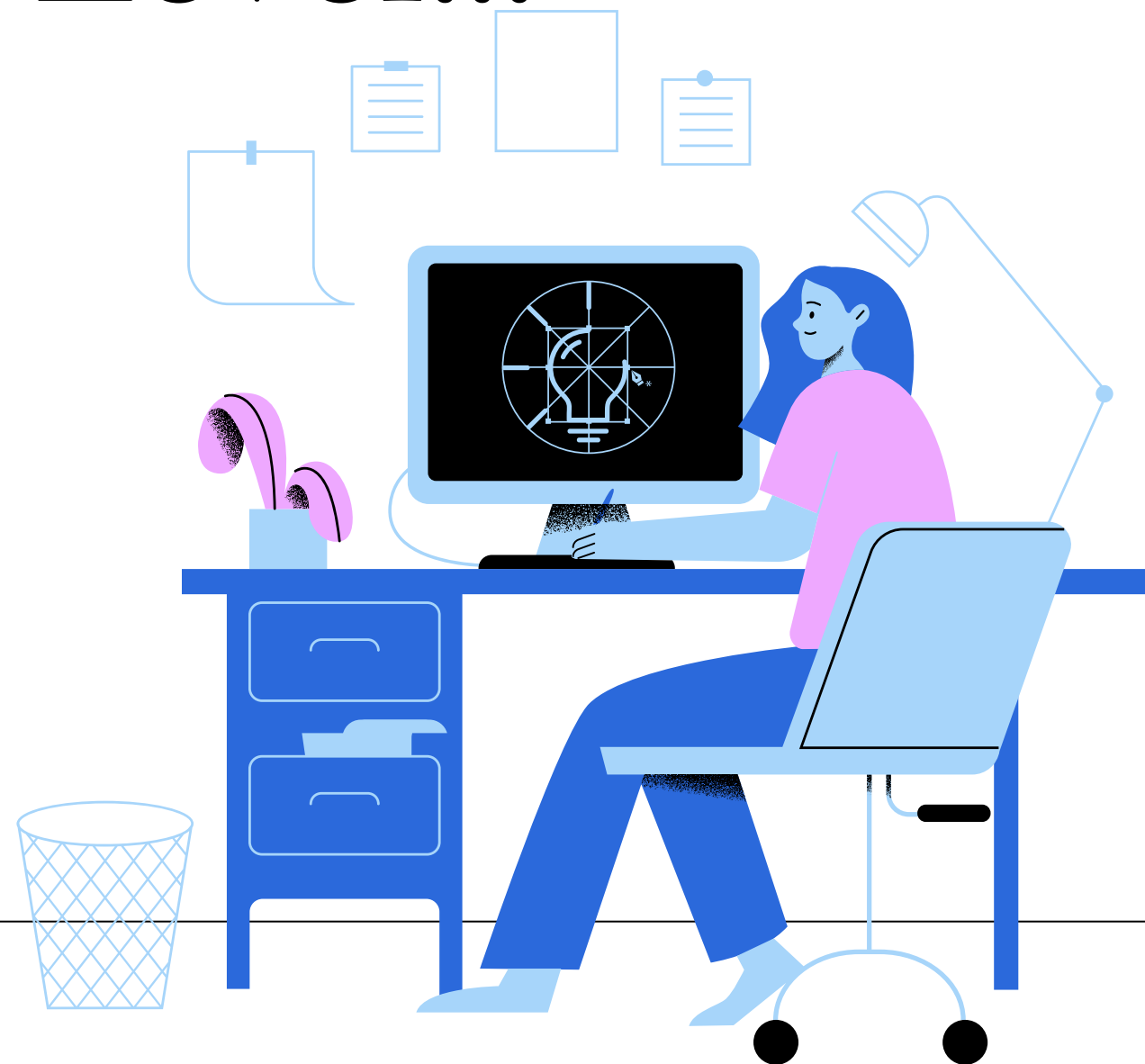
AT THE UNION LEVEL

Faculty Association

AT THE FACULTY LEVEL

Faculty Senate, Adjunct Committee

At The Department Level...



Attend
Dept.
Meetings!

Stay connected to decisions
and changes happening in
your department.

FLEX
Time

Attendance counts toward FLEX
time.

Dedication

Make yourself known as a
dedicated member of the
team.

At the Faculty Level

Attend Academic Senate (AS) meetings !



Meetings address issues related to academic matters, professional development, and hiring.

Its primary function is to make recommendations to the administration of the college and to the governing board.

AS meetings occur on the 2nd and 4th Tuesday of each month from 11:15-12:25.

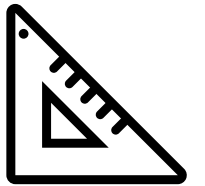
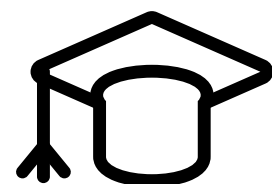
Zoom links can be found on the agenda for each meeting, which can be found on the [Academic Senate homepage](#).

Attend Adjunct Committee Meetings!

The Adjunct Committee is a subcommittee of the Academic Senate.

It's a great place to meet Adjuncts in other departments, learn about issues that affect Adjuncts directly, and find out about important events on campus.

Co-chairs report on topics discussed at Academic Senate and Faculty Association meetings.



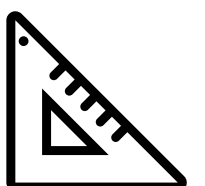
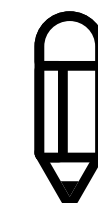
All adjuncts receive email invitation the wk before meetings with agenda and minutes. To view past agendas/minutes: visit [Adjunct Committee homepage](#).

Meeting Location: via Zoom

Date: Our first meeting of the fall semester takes place Monday, September 13.

All future meetings: 1st Monday of the month.

Time: 2:15PM-3:15PM.



At The Union Level...

Attend Faculty Association (FA) Meetings!

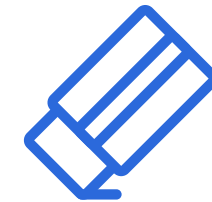
FA is the union that represents all faculty (Adjuncts & Full-Time) at SMC.

While it works in conjunction with other unions across the state, our FA is dedicated to advocating for our faculty.

Meetings are open to the public, and take place on the 1st and 3rd Thursdays of each month, 11:15AM-12:35PM.

Contact: Pardo_Melissa@smc.edu

Learn more at: [the FA website.](#)





Question & Answer Session

Thank you for joining us!