

Connection - Instructor & Staff Resource

[Getting Started](#)[Understanding Your Options](#)[Training for Businesses](#)[Career Training](#)[Community Education](#)[News & Events](#)**People You Should Know**

People you should know: **Jean Overstreet and Ayanna Burney** devote their time in the adjunct faculty contract area to getting you paid in a timely manner. [more>>](#)

Portal: Your Door to the World

The **CEED foreign language department** sponsored a series of **gatherings** called "**Portal: Your Door to the World.**" Thu Schaeffer led the way to fun at the **Café de Paris.** [more>>](#)

R R R

The three R's are fundamental in keeping CEED up and running, but they aren't the ones we learned in elementary school. They stand for rosters, registration and review. [more>>](#)

What Do You Think?

CEED adjunct faculty are essential to keeping our program running. **We need your input** to keep the programs current and maintain our high standard of quality. [more>>](#)

New Classroom Strategies

Teaching adults requires a move from "**the sage on the stage**" to a more student-centered learning. Learn strategies that will help you in the classroom. [more>>](#)

Adjunct Faculty Conference

With the start of the New Year brings the **Annual Adjunct Faculty Conference, January 23**, which is dedicated to helping increase communication between adjunct faculty and CCBC administration. [more>>](#)

Connection - Instructor and Staff Resources

[Getting Started](#)
[Understanding Your Options](#)
[Training for Businesses](#)
[Career Training](#)
[Community Education](#)
[News & Events](#)

People you should know: Jean Overstreet and Ayanna Burney devote their time in the adjunct faculty contract area to getting you paid in a timely manner.

If you've ever had a question concerning your contract, you've probably talked to one of the staff members in the Adjunct Faculty Contract area. Jean Overstreet and Ayanna Burney make up the team that assist all adjunct faculty to get paid.

Jean Overstreet has been with the college more than thirty years. "I first came here when it was Catonsville Community College," says Jean. She said she enjoyed being a student here and thought it would be a great place to work. Before working in the contract area, Jean was part of payroll on campus.

She loves the people and the benefits of working for the college.

Ayanna Burney, whom some of you know as Ayanna Lockhart, has been here four years and has quickly learned the tricks of the trade. Ayanna came to CCBC from private industry.

She has four children who keep her busy when she is not at work processing contracts and helping to schedule rooms for classes. Ayanna says she loves the people at CCBC as well as the vacation. Both went through the recent transition from the FoxPro contracting system to the new system.

"The transition went smoothly," Jean said, "but instructors had to get used to the new contract format. With the new automated signature process coming up in the future, I'm sure there will be more questions, but we're happy to help."

Ayanna adds, "Our number one priority is making sure our instructors are paid in a timely manner. Sometimes there are problems, but when everyone works together, it usually goes smoothly,"

The CEED foreign language department sponsored a series of gatherings called "Portal: Your Door to the World." Thu Schaeffer led the way to fun at the Café de Paris.

Thu Schaeffer is a lively little Vietnamese woman who exudes energy and excitement. After teaching at CCBC for 21 years, she still loves her work and her students. Thu is not only fluent in French, but also Spanish, Italian, Vietnamese and, of course, English. She has a dual role as instructor as well as Lead Instructor for, Foreign Languages/CEED.

She recently worked with other continuing education and credit language staff to sponsor a series called **Portal: You Door to the World** to promote the foreign language.

On Nov. 4, the group gathered at Café de Paris to share crepes and conversation. Several students even had an opportunity to work with head chef and owner, Eric Rochard, to prepare crepes in front of the group.



Thu Schaeffer and Odile Penet, CCBC language instructors enjoy a night of French food at Café de Paris.

Owner Eric Rochard prepares crepes at his restaurant Café de Paris.



Thu and her students celebrate French culture

Another gathering took place Nov. 12 at the Barn on the Catonsville campus. This event was designed to promote Spanish culture. Participants sampled authentic Spanish cuisine, learned about ceramics and played games. December 4th, German heritage was celebrated on Dundalk campus.

Earlier in the year there were Italian, Arabic and Chinese programs.

The three R's: Rosters, registration and review

In elementary school, the three Rs represented reading, writing and arithmetic and were the building blocks for children's education. In Continuing Education and Economic Development (CEED) they stand for registration, rosters and review and are critical to the overall mission of the organization.

Of course, all instructors' primary purpose is to provide quality instruction to their students;

however, complete paperwork allows us to ensure the students receive appropriate credit for the class and also process instructor pay in a timely manner.

The 20 percent roster is used exclusively by CEED. It is given to the instructor the first class meeting. In an open enrollment class, the attendance roster may already be filled out with the students' names. For most contract classes, the instructor must enter the name of each student who completes the registration form.

The instructor is responsible for returning this document to CEED in the stamped envelope accompanying it. Twenty percent refers to dates of the class. So if your class meets ten times, the 20 percent date would be the second date of the class. If the class only meets once, the 20 percent roster and the final roster are the same. The 20 percent date should be clearly marked on your roster. Use a check mark to indicate the student's presence and an "A" to indicate an absence for each session.

All faculty are required to return this as part of their contractual obligation. These documents are checked by the state for compliance.

If a student not already on the roster attends a class, please have them fill out a registration form. CEED needs this information to ensure payment is made.

Lastly, by reviewing these documents for accuracy before sending them to CEED it will help increase our efficiency in servicing you as well as your students. If you are still unclear as to any of these procedures, please contact your program coordinator.

Students depend on the instructor turning in this information in a timely manner so that they may receive appropriate credit for their class and to ensure it shows up on their transcripts. CEED relies on them for state funding and accurate record keeping. Every instructor's cooperation makes that possible.

For more information read the [Attendance Roster: Procedures for Attendance, Grades and Returning the Rosters](#).

How adjunct faculty keep CEED strong?

Think no one's listening? We not only hear you in CEED, but we want to hear more. CEED recently hired Karen Paris as the Coordinator for Continuing Education Adjunct Faculty.

This newsletter is first in a series of steps to increase communication with adjunct faculty. It will be available to all adjunct faculty online at WEBSITE INFO.

As part of the newsletter we are beginning a feature known as: **ASK THE INSTRUCTOR**. Every month we will be asking for responses to a question. This month we want to find out: What do you enjoy most about teaching for CCBC continuing education? Many responses will be published and the top response will receive a \$25 gift certificate to the campus bookstore. Please mail responses to kparis2@ccbcmd.edu.

Teaching Referrals

CCBC Continuing Education is always looking for qualified instructors to teach in all program areas. Do you know someone who would like to teach or are you ready to take on more courses? Here's who we're looking for right now.

- Instructors to work with children in the following areas: computer technology, math/ English, forensic science, Spanish, Chinese, SAT Prep, computer design
- Dance Instructors — Jazz, Hip Hop & Modern
- Cooking Instructors— All types
- GED Instructors
- Italian Instructors
- Harmonica Instructors
- Art History and Architecture Instructors for Seniors
- Human Resources Instructors

Or maybe you want to create your own class. Also, CEED is always looking for innovative programs and encourages creation of new classes. You will be asked for a course title, course description and an outline of the information that would be covered. In addition, the coordinator will need to know how many class periods you expect the course to take, hours

per session and possible locations where you would be willing to teach. It's important to include your background and what makes you qualified to teach this particular class. Publication deadlines may preclude inclusion in the next catalog, but the program coordinator will work with you to determine if the course meets CEED requirements and possible dates for inclusion. Your creativity is what keeps CCBC CEED on the cutting edge of the adult education community.

For more information about teaching for CEED, please contact Karen Paris on kparis2@ccbcmd.edu for further information.

Strategies for Teaching Adults

Most of us remember the "sage on the stage." The teacher who would lecture for hours on end without much student interaction. Today students, especially in CEED, are looking for a more interactive process. Instructors today are taking a new approach to planning lessons. Keep in mind:

- How the classroom relates to real life and day-to-day experiences. Solicit ideas from the class on how they can incorporate these ideas into their work or home life.
 - Think about what students will do with what they have learned. Think about the practical applications of what they have learned when planning lessons.
 - Emphasize where to get information, how to evaluate it and what can be done with it. Let students know what resources are available to them once they leave the classroom and how let them know how they can access those resources.
 - Develop creativity by valuing individual experience. Adult learners come to the classroom with a wealth of knowledge. Allow them to share their experiences as it relates to the topic at hand.
 - Recognize diversity among your students and how that can enhance the learning process. Students from various backgrounds have different and unique experiences. Remember to celebrate those differences, but find common threads to unify the students. Remember what it's like to be a student and what you would enjoy. Think about how your favorite teacher made class more enjoyable. Employ those same strategies when conducting classes.
-

Adjunct Faculty Conference

Exchanging ideas, celebrating instructors and meeting other faculty members are some of the goals of the Adjunct Faculty Conference. The conference has been scheduled for January 23, 2008 and begins with a buffet dinner from 5:00 to 6:30 p.m. in the Essex campus cafeteria. During this time, there will also be a resource fair with tables featuring information of interest to adjunct faculty members. Immediately following the dinner, Dr. Kurtinitis will address the group in the theater before faculty breaks into workshops from 7:00 to 8:00 p.m.

Workshops, specially designed for CEED faculty, have been planned this year including:

- Are you new too? – Information for adjunct faculty new to CCBC
- Brain-based learning
- What are shared classes and how do I develop one?
- Answering procedural questions concerning CEED
- Special session for coordinators – Hiring adjunct faculty

To attend, please **RSVP by January 16** to Adjunct.conference@ccbcmd.edu Or call **410-455-4524**
