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What's in the works?

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What is a pay begin date and why aren't I being paid?

Some instructors find the contract dates confusing at CCBC. Here is an explanation of contract payments in continuing education.

A **pay begin date** as marked on the contract is the first day for that pay period. For example, if the "pay begin date is May 3, 2008, that pay will be processed for the pay day of May 16, 2008. The pay received May 16, 2008 covers work completed between the dates on May 3 and May 16.

The contract must be received in the Adjunct Faculty Contract area by Friday, May 2 in order to be processed for the May 16 pay date. Failure by the instructor to return the contract will result in a delayed or non-payment. A check cannot be processed until the contract is received back from the instructor.

In addition, even if the contract is received prior to that date, it will not be processed until the pay period after which the class date begins. That is because classes are sometimes cancelled at the last minute. Processing the contracts after the class has begun ensures that checks are not sent erroneously.

Many of these questions are explained in the contract letter accompanying the contract. However, if you are in need of additional information, please contact your program coordinator.

Do you have a class that overlaps the fiscal year?

The fiscal year for CCBC ends on June 30, 2008. How will that effective you as an instructor? Many instructors will find no interruption in their class routine, but for instructors teaching courses which began in fiscal year 2008 (before June 30) and end in fiscal year (2009), there are some procedures to follow.

In preparation for the closing of the fiscal year, CEED instructors need to be particularly diligent during the month of June in returning 20% and final rosters to the program areas in a timely manner. All registration forms for contract classes should be returned quickly, preferably hand carried to the program areas if received the last week in June. This will allow sufficient time for Administrative Operations to complete the end of fiscal year reporting to the state.

Also, returning contracts as quickly as possible will ensure instructors are paid within the proper fiscal year.

Love gardening and landscaping?

Landscaping and gardening classes have always been a popular choice among continuing education students and here's an opportunity to be part of the fun. Community Education is looking for instructors to share their knowledge of how to spruce up a barren backyard. The following classes need instructors:

Course #	Course Name	Meeting Hours	Meeting Times	Total Hours	Starting	Ending	Day	Time
HOR 103	Lazy Gardener	6	2	12.0	15-Sep	27-Oct	M	7 to 9
FLO 220	Garden Ponds	3	2	6.0	7-Oct	21-Oct	T	7 to 9
HOR 207	Landscape Design	8	2	16.0	18-Sep	13-Nov	R	7 to 9
HOR 207	Landscape Design	8	2	16.0	22-Sep	28-Nov	W	7 to 9

HOR 207	Landscape Design	8	2	16.0		15-Sep	17-Nov	M	7 to 9
HOR 103	Lazy Gardener	6	2	12.0		23-Oct	4-Dec	M	7 to 9

If you are interested in teaching any of these class, please contact **Karen Paris** at: KParis2@ccbcmd.edu or 410-455-6980.

The next MCAPD Conference is being planned for September 27, 2008.

Plans for the second annual Maryland Consortium for Adjunct Faculty Professional Development are well under way. The theme of this year's conference is "**Adjuncts meet the Students: Opportunities for Excellence**" which will explore how engaging a diverse population enriches the learning potential of both faculty and students. The conference will be held on the CCBC campus from 8:30 to 3:00 p.m.

MCAPD is currently accepting proposals for workshops. All proposals are due June 16.

In addition, registrations will soon be accepted. Individual registrations are available and there may be an opportunity for some CCBC sponsored registrations as well. For more information please visit <http://www.itc.csmc.edu/mcapd/index.html>.

Registrations include all registration materials, continental breakfast and a box lunch.

To be considered for a CCBC sponsored registration, please contact Karen Paris, KParis2@ccbcmd.edu.

What's in the works?

CCBC Continuing Education is working towards improving communication with our adjunct faculty. The newsletter is only one step in the process. In addition, the Center for Excellence in Teaching and Learning has opened and is offering a variety of classes especially designed for adjunct faculty on both the credit and non-credit sides. The most recent class was "Introduction to Grant Writing." For more information contact Natalie Kimbrough at nkimbrough@ccbcmd.edu.

In addition, Continuing Education will begin an on boarding process for all new faculty. The first one will be held August 12 from 6 to 8:30 p.m. on the Catonsville campus. The on boarding will provide adjunct faculty with pertinent information, give them an opportunity to ask questions and allow them to practice filling out paperwork. There will even be an opportunity to obtain campus parking passes. This session will help acclimate new adjunct faculty and will make the transition to teaching easier. Plans are to make this information available to all faculty on the Web.

Finally, a new Adjunct Faculty Handbook is available. For a copy, please contact Karen Paris KParis2@ccbcmd.edu or your program coordinator.

Our goal is to improve your teaching experience and increase communication.
