# Academic Management Manual

# Section O

Adjunct Development Course
Registration, Processing, Payment

Academic
Affairs
2015-16

## Adjunct Development Course Process Manual

This manual provides the policies and procedures for registering and processing persons through the Adjunct Online Development Course through the payment procedures.

**Policies Related to the Course:**

- An adjunct must be credentialed and have an active Palm Beach State College email address to register in the course. This typically means they have taught at least one time in the past year.

- The course is **REQUIRED** for all adjunct faculty who were/are **primary instructors** on credit, Prep, EPI or PSAV courses and such persons will be paid for successful completion of the course.

- Faculty who:

    1.  taught CCE or avocational classes

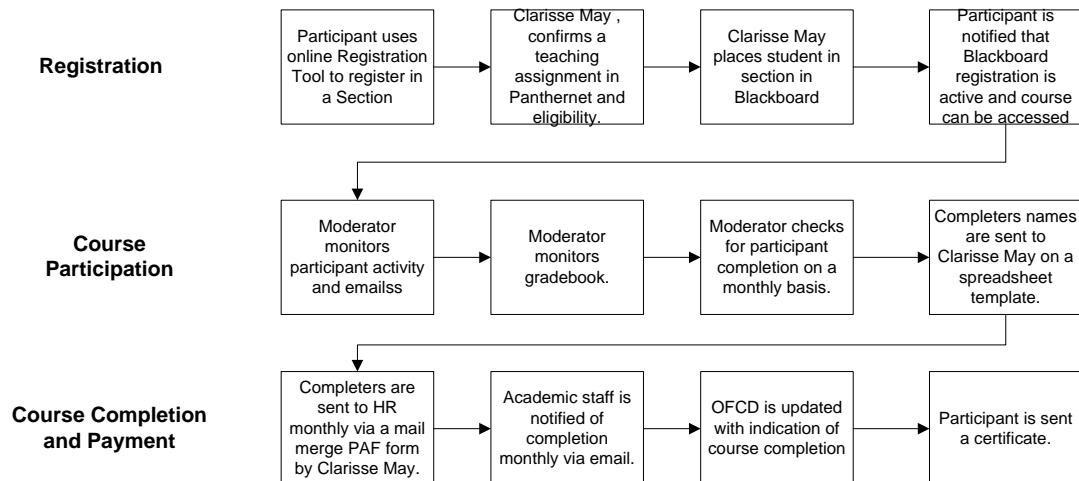    2.  were not primary instructors

    3.  are full-time faculty

    *may* participate, **but they will not be paid for such participation**. Persons who are not credentialed or have not taught in the last year are ineligible to participate in the course.

- Adjuncts will have one term to complete the course; that term is their first term teaching at the College; if they have taught in the past and are returning to teaching, they will also have one term to complete the course. Incompletes will not be issued.

- Adjuncts **WILL NOT** be rehired if the training has not been completed within the specified time frame.

- Persons eligible for payment will be paid $150.00 (before taxes) for completing the course at the proficiency level specified for all assignments (80%). Payments will be processed on the second pay period of each month through a PAF form filed by Academic Services.

- As adjuncts complete the course, the completion will be noted in the Online Faculty Credentialing Database (OFCD). A monthly email will also be distributed to the campuses with the names of completers.

- Continuing education units will not be issued by the College or Academic Affairs for this course, nor will the College confirm enrollment in the course.

- A certificate of completion will be sent to each participant via College email. Duplicates will not be provided.
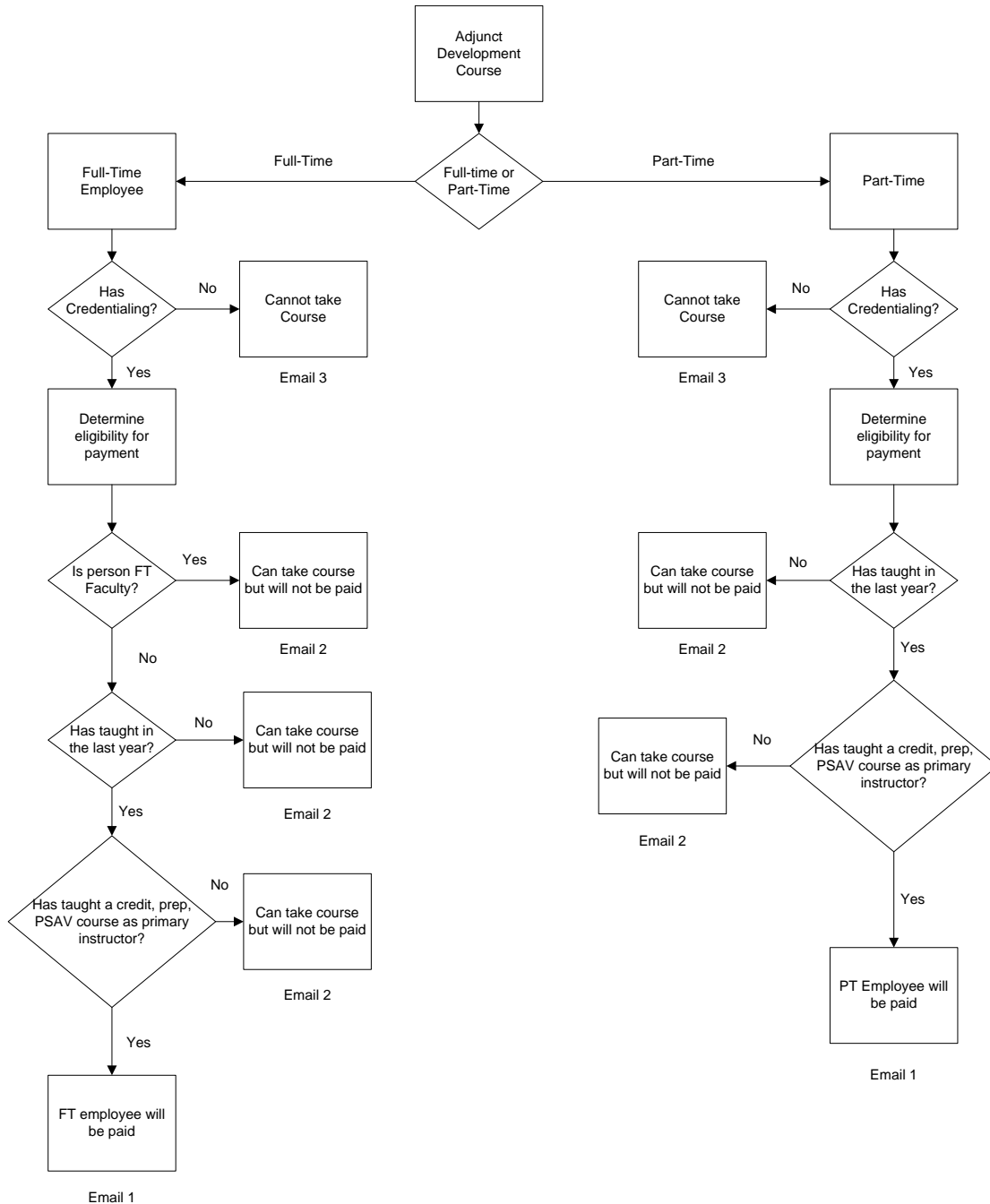
**Moderator Role:**

1. Each term has 50 seats and more seats will be added as needed. The moderator accesses the course at https://palmbeachstate.blackboard.com.

2. The moderator's role will be to answer questions via email in Blackboard, and periodically check on student progress, checking on each course at least three times a week. One month before the class closes, all participants who have not completed will be provided with a follow-up email. There are no incompletes; if a person does not finish, they will have to retake the course when new sections open in the following term.

3. The adjunct will use a web-based registration tool to select a section (http://www.palmbeachstate.edu/forms/staff/adjunctevent.asp). This tool requires sign-on with their Palm Beach State user ID and password. From there, they click on a section. This will eliminate non-employees from registration. Adjunct User Manual: http://www.palmbeachstate.edu/academicservices/documents/adjunct_course.pdf

4. Once they register, they receive a confirmation email to await access to the Blackboard course.

5. From this Intranet tool - http://intranet.palmbeachstate.edu/utilities/adjunctdevelopment/ the class rosters will form. Clarisse May will be responsible for providing access to Blackboard and will send a confirmation email to the participant that they now have access to Blackboard using an email template (see page 10). The web page with information for participants is at http://www.palmbeachstate.edu/academicservices/information-and-reference/faculty-development-online-course.aspx

6. The moderator will report course completions on a monthly basis to Human Resources and department supervisors as well as update the Online Faculty Credentialing Database.

**Palm Beach State College**
**Adjunct Development Course**

| | | | | |
|---|---|---|---|---|
| **Registration** | Participant uses online Registration Tool to register in a Section | Clarisse May , confirms a teaching assignment in Panthernet and eligibility. | Clarisse May places student in section in Blackboard | Participant is notified that Blackboard registration is active and course can be accessed |
| **Course Participation** | Moderator monitors participant activity and emailss | Moderator monitors gradebook. | Moderator checks for participant completion on a monthly basis. | Completers names are sent to Clarisse May on a spreadsheet template. |
| **Course Completion and Payment** | Completers are sent to HR monthly via a mail merge PAF form by Clarisse May. | Academic staff is notified of completion monthly via email. | OFCD is updated with indication of course completion | Participant is sent a certificate. |

PALM BEACH STATE
COLLEGE

## Flow Chart for Determining Eligibility for Participation and Payment

Adjunct Development Course

Full-time or Part-Time

**Full-Time** → Full-Time Employee

**Part-Time** → Part-Time

Full-Time Employee → Has Credentialing?

Has Credentialing? — **No** → Cannot take Course

Email 3

Has Credentialing? — **Yes** → Determine eligibility for payment

Determine eligibility for payment → Is person FT Faculty?

Is person FT Faculty? — **Yes** → Can take course but will not be paid

Email 2

Is person FT Faculty? — **No** → Has taught in the last year?

Has taught in the last year? — **No** → Can take course but will not be paid

Email 2

Has taught in the last year? — **Yes** → Has taught a credit, prep, PSAV course as primary instructor?

Has taught a credit, prep, PSAV course as primary instructor? — **No** → Can take course but will not be paid

Email 2

Has taught a credit, prep, PSAV course as primary instructor? — **Yes** → FT employee will be paid

Email 1

Part-Time → Has Credentialing?

Has Credentialing? — **No** → Cannot take Course

Email 3

Has Credentialing? — **Yes** → Determine eligibility for payment

Determine eligibility for payment → Has taught in the last year?

Has taught in the last year? — **No** → Can take course but will not be paid

Email 2

Has taught in the last year? — **Yes** → Has taught a credit, prep, PSAV course as primary instructor?

Has taught a credit, prep, PSAV course as primary instructor? — **No** → Can take course but will not be paid

Email 2

Has taught a credit, prep, PSAV course as primary instructor? — **Yes** → PT Employee will be paid

Email 1

**Palm Beach State College
Determining Eligibility for
Course Enrollment and
Payment**

May 2011

PALM BEACH STATE
COLLEGE

**FLOW CHART PROCESSING TO DETERMINE ELIGIBILITY**

PantherNet Path: CU IM IR

```
┌──────────────────┐
│ 1.  Check PERSON │
│ STATUS – full-   │
│ time or part-    │
│ time.            │
└──────────────────┘
```

```
STC620P1        ***** PB STATE Student Information System *****        STC620M1
May 16,11              - Maintain Instructor Resources -              3 more >

*Action (B,C,D,N,A,M,P)     __ *Instr ID..: 000000000  INSTRUCTOR, INSTRUCTOR
 EMPLOYEE                      *Calendar..: 2011       ACADEMIC YEAR 2010-11

 Person Status.: P/TIME   H/Degree: MASTERS        Comments Exist: Y
 Instr Approved: Y             Instr Exp Stat: P P/TIME  *Div/Dept..: CTE_ EMT_
 Approval Date.: 08/25/03      (F=Full,P=Part,B=Both)    EMERGENCY MEDICAL TE
 Appr Modified.: E005901  08/28/03 4:35PM
                                 Out Action  Prm Br *DL < - Approved by Audit - >
    *Appr Crs    Course Title  Fld  Date    Ins Cl Qul   User     Date    Time
    ----------   -------------------- --------- ----------  ------------------------
1_  DSC3079___   FNDTNS PUBLIC S N  _____  _   >  3_  E005890  08/02/10 1:55PM
of  DSC4034___   SECURITY/EMERG  N  _____  _  _  __  E001888  06/28/10 12:08PM
18  DSC4710___   CAPSTONE:PUB SA N  _____  _  _  __  E001888  06/28/10 12:08PM
    EMO9999L__   PARAMEDIC OPEN  N  _____  _  _  __  E001888  08/22/06 3:08PM
    EMS1119___   EMS TECHNICIAN  N  _____  _   >  __  E001888  08/24/04 8:49AM
    EMS1119L__   EMS TECHNICIAN  N  _____  _   >  __  E005901  08/28/03 4:35PM
    EMS1431___   EMS TECH HOSP E N  _____  _   >  __  E005901
```

```
┌──────────────────┐
│ 2. Check if      │
│ courses exist for│
│ credentialing.   │
└──────────────────┘
```

```
STC620P1        ***** PB STATE Student Information System *****        STC620M1
May 16,11              - Maintain Instructor Resources -              3 more >

*Action (B,C,D,N,A,M,P)     __ *Instr ID..: 000000000  INSTRUCTOR, INSTRUCTOR
 EMPLOYEE                      *Calendar..: 2011       ACADEMIC YEAR 2010-11

 Person Status.: P/TIME   H/Degree: MASTERS        Comments Exist: Y
 Instr Approved: Y             Instr Exp Stat: P P/TIME  *Div/Dept..: CTE_ EMT_
 Approval Date.: 08/25/03      (F=Full,P=Part,B=Both)    EMERGENCY MEDICAL TE
 Appr Modified.: E005901  08/28/03 4:35PM
                                 Out Action  Prm Br *DL < - Approved by Audit - >
    *Appr Crs    Course Title  Fld  Date    Ins Cl Qul   User     Date    Time
    ----------   -------------------- --------- ----------  ------------------------
1_  DSC3079___   FNDTNS PUBLIC S N  _____  _   >  3_  E005890  08/02/10 1:55PM
of  DSC4034___   SECURITY/EMERG  N  _____  _  _  __  E001888  06/28/10 12:08PM
18  DSC4710___   CAPSTONE:PUB SA N  _____  _  _  __  E001888  06/28/10 12:08PM
    EMO9999L__   PARAMEDIC OPEN  N  _____  _  _  __  E001888  08/22/06 3:08PM
    EMS1119___   EMS TECHNICIAN  N  _____  _   >  __  E001888  08/24/04 8:49AM
    EMS1119L__   EMS TECHNICIAN  N  _____  _   >  __  E005901  08/28/03 4:35PM
    EMS1431___   EMS TECH HOSP E N  _____  _   >  __  E005901
```

3. Check if person is full-time faculty.

```
 STC620P1       ***** PB STATE Student Information System *****        STC620M1
May 16,11                - Maintain Instructor Resources -              3 more >

*Action (B,C,D,N,A,M,P)     __  *Instr ID..: 000000000  INSTRUCTOR, INSTRUCTOR
 EMPLOYEE                        *Calendar..: 2011      ACADEMIC YEAR 2010-11

 Person Status.: P/TIME    H/Degree: MASTERS        Comments Exist: Y
 Instr Approved: Y              Instr Exp Stat: P P/TIME  *Div/Dept..: CTE_ EMT_
 Approval Date.: 08/25/03       (F=Full,P=Part,B=Both)    EMERGENCY MEDICAL TE
 Appr Modified.: E005901  08/28/03 4:35PM
                               Out Action   Prm Br *DL < - Approved by Audit - >
   *Appr Crs    Course Title  Fld  Date   Ins Cl Qul  User     Date      Time
   ----------   ------------- ---- ------- --- -- ---  ------------------------
 1_ DSC3079___  FNDTNS PUBLIC S N  _____  _  >  3_  E005890  08/02/10 1:55PM
 of DSC4034___  SECURITY/EMERG  N  _____  _  _  __  E001888  06/28/10 12:08PM
 18 DSC4710___  CAPSTONE:PUB SA N  _____  _  _  __  E001888  06/28/10 12:08PM
    EMO9999L__  PARAMEDIC OPEN  N  _____  _  _  __  E001888  08/22/06 3:08PM
    EMS1119___  EMS TECHNICIAN  N  _____  _  >  __  E001888  08/24/04 8:49AM
    EMS1119L__  EMS TECHNICIAN  N  _____  _  >  __  E005901  08/28/03 4:35PM
    EMS1431___  EMS TECH HOSP E N  _____  _  >  __  E005901
```

4. Check if person has taught in last year. Look for "greater than" symbol which indicates they have taught in the past year.

```
 STC620P1       ***** PB STATE Student Information System *****        STC620M1
May 16,11                - Maintain Instructor Resources -              3 more >

*Action (B,C,D,N,A,M,P)     __  *Instr ID..: 000000000  INSTRUCTOR, INSTRUCTOR
 EMPLOYEE                        *Calendar..: 2011      ACADEMIC YEAR 2010-11

 Person Status.: P/TIME    H/Degree: MASTERS        Comments Exist: Y
 Instr Approved: Y              Instr Exp Stat: P P/TIME  *Div/Dept..: CTE_ EMT_
 Approval Date.: 08/25/03       (F=Full,P=Part,B=Both)    EMERGENCY MEDICAL TE
 Appr Modified.: E005901  08/28/03 4:35PM
                               Out Action   Prm Br *DL < - Approved by Audit - >
   *Appr Crs    Course Title  Fld  Date   Ins Cl Qul  User     Date      Time
   ----------   ------------- ---- ------- --- -- ---  ------------------------
 1_ DSC3079___  FNDTNS PUBLIC S N  _____  _  >  3_  E005890  08/02/10 1:55PM
 of DSC4034___  SECURITY/EMERG  N  _____  _  _  __  E001888  06/28/10 12:08PM
 18 DSC4710___  CAPSTONE:PUB SA N  _____  _  _  __  E001888  06/28/10 12:08PM
    EMO9999L__  PARAMEDIC OPEN  N  _____  _  _  __  E001888  08/22/06 3:08PM
    EMS1119___  EMS TECHNICIAN  N  _____  _  >  __  E001888  08/24/04 8:49AM
    EMS1119L__  EMS TECHNICIAN  N  _____  _  >  __  E005901  08/28/03 4:35PM
    EMS1431___  EMS TECH HOSP E N  _____  _  >  __  E005901
```

**Navigate to course to determine the type of course:**

**PantherNet Path:  CU CD MC**

5.  Check if the course taught was a credit, prep, EPI or PSAV course by credit type:

01- Credit
02- Credit
03-Prep
05-PSAV
15- EPI

```
 STC110P1      ***** PB STATE Student Information System *****      STC110M1
May 16,11                    - Maintain Course -                     5 more >

*Action (B,C,D,N,A,M,P)    __   *Course ID: PSY2012___  *Effective Term: 19781_
                                                        *Ending Term...: _____
 Title  1 of 1 .: General Psychology (AA)
 Short Title....: GENERAL PSYCHOLOGY__   Override from Class (Y/N): Y
*Course Status..: A  ACTIVE                  Min Class Size: 1___  Max: 100_
 Credit Type/Lvl: 01 A & P
*Course Type....: 01 LECTURE     Course ID      Title     Eff Trm  End Trm
*ICS Number.....: 11720   *Prev: PY201_____  GEN PSYCHOLOGY  19321_  19774
*Discipline Id..: ____     Curr: PSY2012___  GENERAL PSYCHOL 19781_
 ** Credit Hour Info ** Last Review Dt: _____  Next Review Dt: _____
 Total..........: _3.00                      Contact Hrs  Min       Max
 Minimum........: _3.00                      Lecture.:   __48.00    __48.00
 Maximum........: _3.00                      Lab.....:   _____    _____
                                             Clinical:   _____    _____
*State Org Unit.: 11172000 Qual-1: 172000    Other...:   _____    _____
 Class Roll Prnt: Y                                      --------   --------
 Load Value.....: 9.00__   Comments Exist.: Y   Total...:   48.00      48.00
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit  Print          bkwrd frwrd CMNTS left   right main
8026 - Course PSY2012-19781 displayed successfully
```

**Navigate to class to determine if instructor was primary:**

**PantherNet Path:  CU CC MC (credit)   CU CC MN (noncredit)**

6.  Check if instructor was primary on at least one class.

```
 STC210P1      ***** PB STATE Student Information System *****      STC210M1
May 16,11              - Maintain Credit Class and Schedule -        6 more >

*Action (A,B,C,D,M,N,P)    __   *Course ID....: PSY2012___ *Offered Term: 20113_
 Reference Number..: 142245   *Campus/Center: 1____      Section......: 003
*Session Code......: 2___      Course Title..: GENERAL PSYCHOLOGY__
   Dates: 05/10/11 - 06/21/11 *Division/Dept: DEG_ PSY_ *Cls Stat.: U
Curr Enrolled......:  36      Max Class Size..: __37   Time Block..: D
Curr Paid..........:  36      Min Class Size..: ___1   Stacked.....:
Curr Honor Enrld...:           Max Honor Size..: ____  Tot Spcl Fee:
Curr Writing Enrld.:           Max Writing Size: ____  In State Fee:    267.30
Credit Hours.......: __3.00                     Non Res Fee.:    969.00
Total Load Value...: __9.00  Prime Instructor  1 of 1  More  _  (Y)
Act Contact Hours..:  49.50    Y  INSTRUCTOR, INSTRUCTOR,
Std Contact Hours..: __48.00                            Comments Exist.: N
*Org Unit..........: 11172000 172000 10
 1_ of 1       *Bldg *Room  Room *Begin   End     Begin    End    Except
   Days               Limit  Time    Time    Date     Date    Flag
 1  M W _ _ _ _ _ SS__  00114_ 37     8:00 A  11:45 A  05/10/11 06/21/11
 2  _ _ _ _ _ _ _ _ ____ _____         _____  _____ _____ _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit  DATES COURS V-Rst bkwrd frwrd CMNTS left   right main
8026 - Class C-PSY2012-20113-1--003 displayed successfully
```
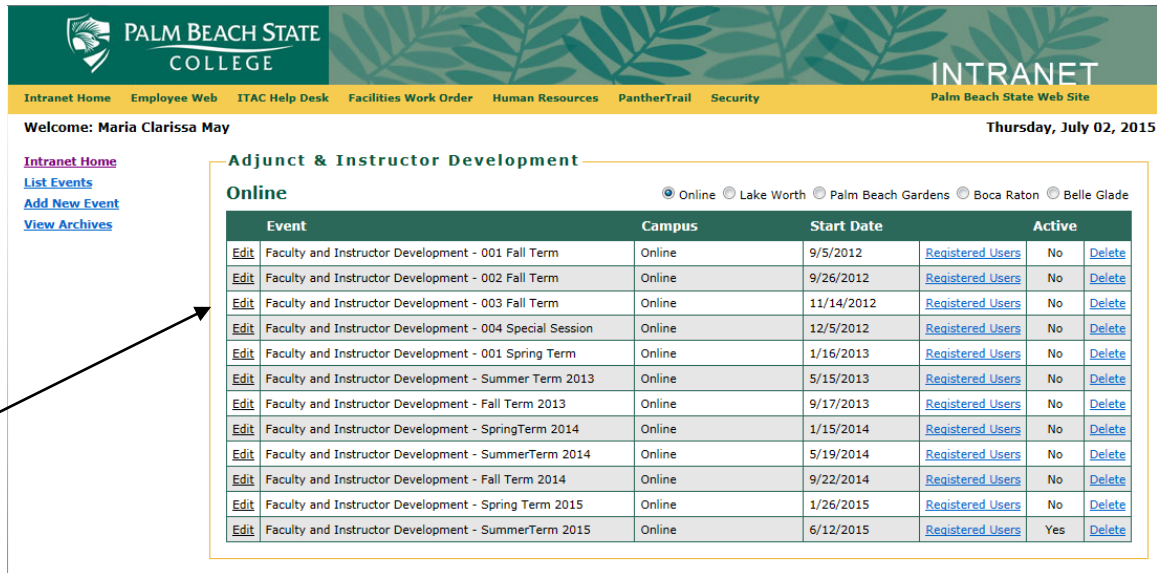
## BLACKBOARD PROCESSING

**Navigate to:**

http://intranet.palmbeachstate.edu/utilities/adjunctdevelopment/

This is where the class rosters are located.



Click on the current term active registration and the roster will appear:

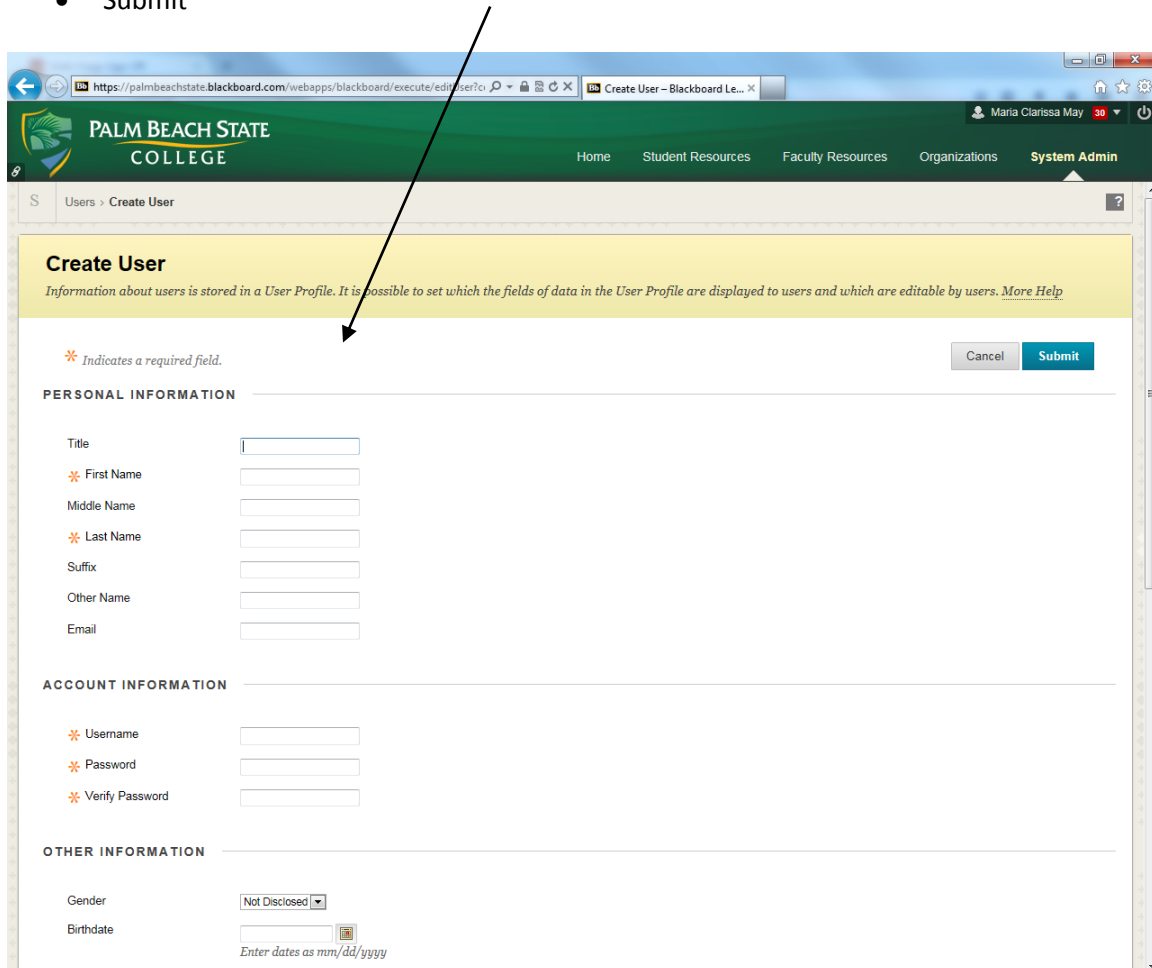Copy the roster to Excel to build the processing tool for the mail merge system for payment.

If the person is eligible to participate, add them to Blackboard system.

## ADDING USER ACCOUNTS IN BLACKBOARD

Step #1 – System Admin – Users – Create User

Use Outlook Properties (must match) for name details:
- First Name (required)
- Last Name (required)
- Email Address (optional)
- Username (required)
- Password (required) (use password as supplied by System administrator)
- Submit

Step #2 – System Admin – Courses – Search Current Term

**Current term - Drop down chevron > Enrollments – Enroll Users**



**Enrolling users – Username – Browse - Submit**

## EMAIL TO CONFIRM ACTIVATION IN BLACKBOARD

Once the participant has been activated in Blackboard, one of three standard emails is sent to the College email account, depending upon eligibility for participation and payment.

**Email 1:**
**Eligible for Course and Eligible for Payment:**
Thank you for registering in the Faculty Development Online Course. You have been authorized in the Blackboard system. When you have successfully completed the course, you will be authorized for a payment of $150.00 (before taxes). This will be processed in the second pay period of the month. Please contact Clarisse May on any questions about payments (maym@palmbeachstate.edu).
Please go to the following web address to access the Blackboard site:
https://palmbeachstate.blackboard.com
If you need detailed instructions on accessing the Blackboard site , please download the following document:
http://www.palmbeachstate.edu/academicservices/documents/adjunct_course.pdf

**Email 2:**
**Eligible for Course but not Eligible for Payment:**
Thank you for registering in the Faculty Development Online Course. You have been authorized in the Blackboard system.  You may participate in the course, but one or more of the following reasons make you ineligible for payment: full-time faculty; taught only a CCE or Avocational course; have not taught in the last year; was not assigned as a primary instructor on a credit, prep or PSAV class.   Should you not want to participate, please contact Clarisse May and you will be removed from the course. (maym@palmbeachstate.edu).
Please go to the following web address to access the Blackboard site:
https://palmbeachstate.blackboard.com
If you need detailed instructions on accessing the Blackboard site, please download the following document:
http://www.palmbeachstate.edu/academicservices/documents/adjunct_course.pdf

**Email 3:**
**Not eligible to participate:**
You registered for the Faculty Development Online course. Because you are not currently credentialed to teach any classes for Palm Beach State College, you are ineligible to take the class at this time. When you have been credentialed for a credit, prep, EPI or PSAV class, you may register for the course again.

**STANDARD ANNOUCEMENTS**

**Beginning of Class:**

Welcome to Palm Beach State College's Faculty Development Course. As your moderator, I am here to help you with any questions you may have about the course and its requirements. Please email me if you have any questions.

If you are new to Blackboard and online learning, please see the Blackboard Tutorials materials located in the Learning Modules section of your course. Also, please review the Course Orientation and Overview materials, and the course syllabus. These should be very helpful.

Enjoy the course!

**Each Month:**

As our course progresses, please remember that each learning module has a quiz or assignment attached. If you have any questions on assignments, please email your course moderator.

**Other Announcements:**

The moderator may also post announcements as needed.

**COMPLETION OF COURSE**

The course moderator will be responsible for monitoring when students complete the course within the year. It is suggested that completion be checked at least once a week for completions. When a person has successfully completed the course, the report should be in the following format (Excel file):

Column A: Number
Column B: Last name, First Name
Column C: PID
Column D: Completion Date
Column E:  Department
Column F: Supervisor/s

**PROCESSING PAYMENTS**

Before the second pay period of the month, in observation of the deadline dates for payroll submission, PAF (personnel action forms) will be filed with Human Resources. This is accomplished through a mail merge using the Excel file created from the online registration system.

Once the PAF forms have been sent, Academic Affairs staff (deans and associate deans) are notified of the names of the adjuncts who have completed

## Example PAF Form with account information

**Personnel Action Form**
Temporary Assignment

**Notice to Temporary Employee**
As an OPS (Other Personal Services) employee, your temporary employment at the college is designed solely for the accomplishment of short term or intermittent tasks. OPS/Temporary employees do not fill established, budgeted positions.

☐ New      ☐ Renewal      ☐ Change      ☒ Additional Job      ☐ End Assignment

**(A)   General Description**

| | | | |
|---|---|---|---|
| Start Date: | 5/16/11 | End Date: | 5/16/11 |
| Name: | | PID/ SSN#: | |
| Job Title: | Adjunct Instructor | BP#: | ADJTSTIP |
| Hours: | Up to 15 | Campus: | |
| Dept Code: | ADJT | Time/Att: | HR6 |
| Org#: | 1480110 48000192 | GL Code: | 52104 |

**(B)   Employment Description**

| | |
|---|---|
| Type of Employment: | OPS/Temporary |
| Overview of Functions: | Completion of Adjunct Instructor training. |
| Stipend Amount: | $150.00 |

**(C)   Authorization**

| | | | |
|---|---|---|---|
| Name: | | Date: | 5/16/2011 |

Florida Statute 119.071(5) requires that all employees be notified of the intention for the collection and usage of social security numbers. Palm Beach State College collects and uses social security numbers for employment related purposes. To protect the person's identity, the College secures social security numbers from unauthorized parties.

## UPDATING ONLINE FACULTY CREDENTIALING DATABASE (OFCD)

Once PAF forms have been submitted, the OFCD database will be updated to reflect course completion. This will be captured on the faculty roster in a field.

## CERTIFICATE OF COMPLETION

Upon completion of the course, the participant will be sent a PDF of a certificate of completion. Duplicate copies will not be provided to participants; the certificate is not recorded on a transcript, nor does the College issue CEUs for the course.

# Palm Beach State College

*Certificate of Completion*

This certifies that:

(name)

has completed the Palm Beach State College Faculty Development Course.

(Date)                                                            (Signature)