



Academic Management Manual

Section O

Adjunct Development Course
Registration, Processing, Payment

Academic
Affairs
2017-18

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

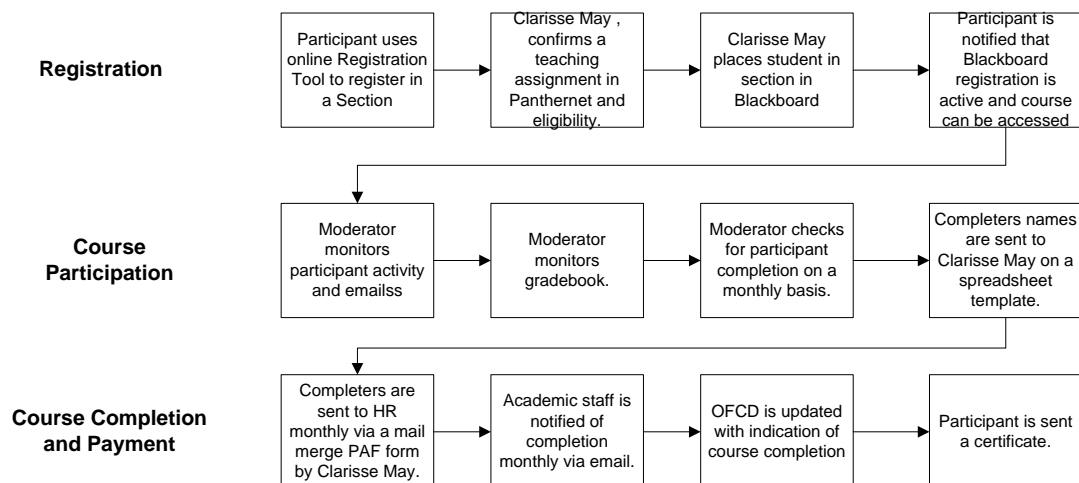
may participate, **but they will not be paid for such participation.** Persons who are not credentialed or have not taught in the last year are ineligible to participate in the course.

- 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.

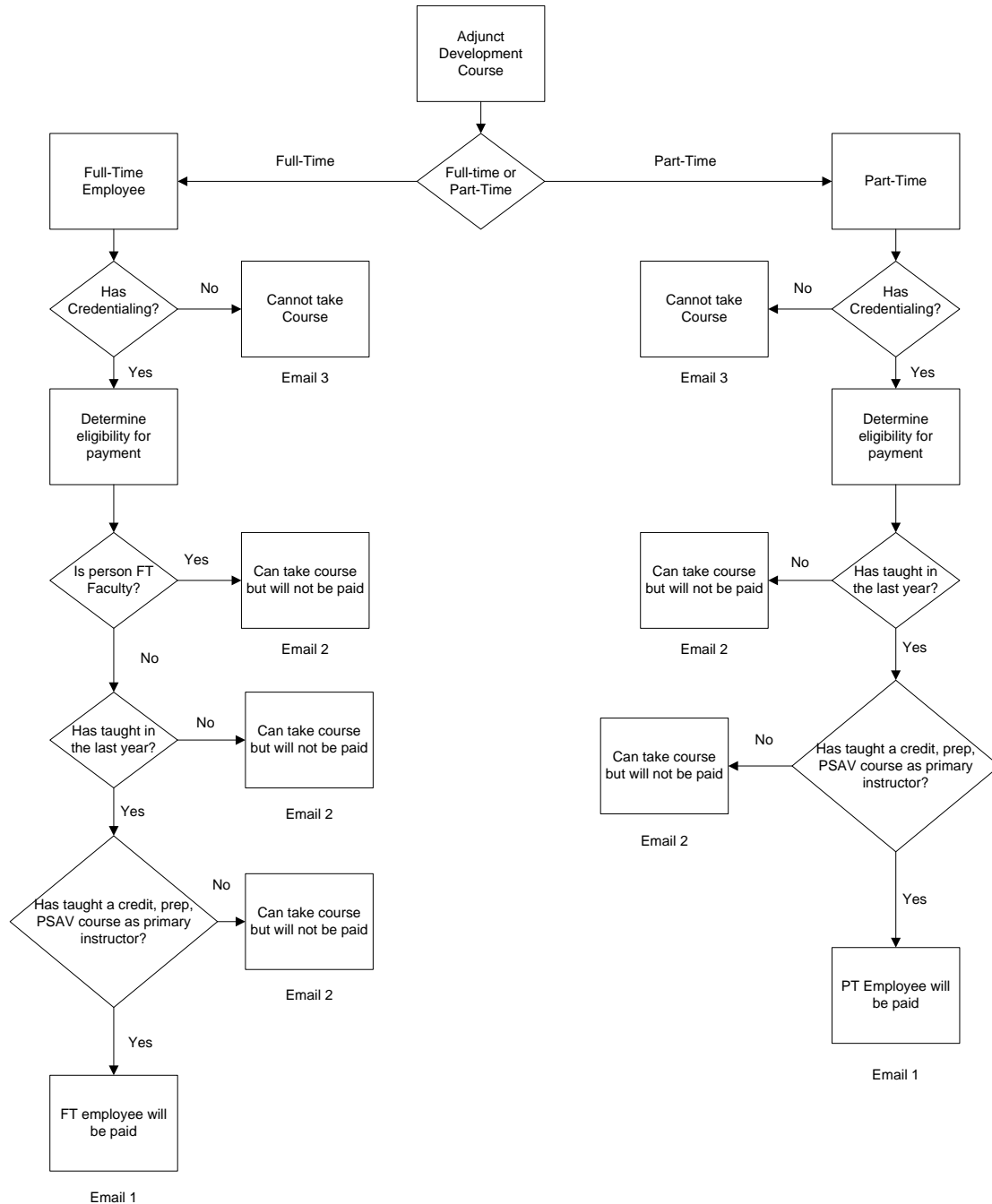
Moderator Role:

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 enroll
<https://www.palmbeachstate.edu/forms/AdjunctDevelopment/login.aspx?ReturnUrl=%2fforms%2fadjunctdevelopment>. This tool requires sign-on with their Palm Beach State user ID and password. From there, they click on the date. This will eliminate non-employees from registration. Adjunct User Manual:
<http://www.palmbeachstate.edu/academicervices/Documents/faculty-dev-course-manual-version2-updated-June2017.pdf>. Once they register, they receive a confirmation email to await access to the Blackboard course.
4. 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/academicervices/information-and-reference/faculty-development-online-course.aspx>
5. 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**



Flow Chart for Determining Eligibility for Participation and Payment



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

May 2011

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

      *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

      *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  FNMTNS 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  FNMTNS 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
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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: _____
Other....: _____

*State Org Unit.: 11172000 Qual-1: 172000
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 bkwr frwr 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 >

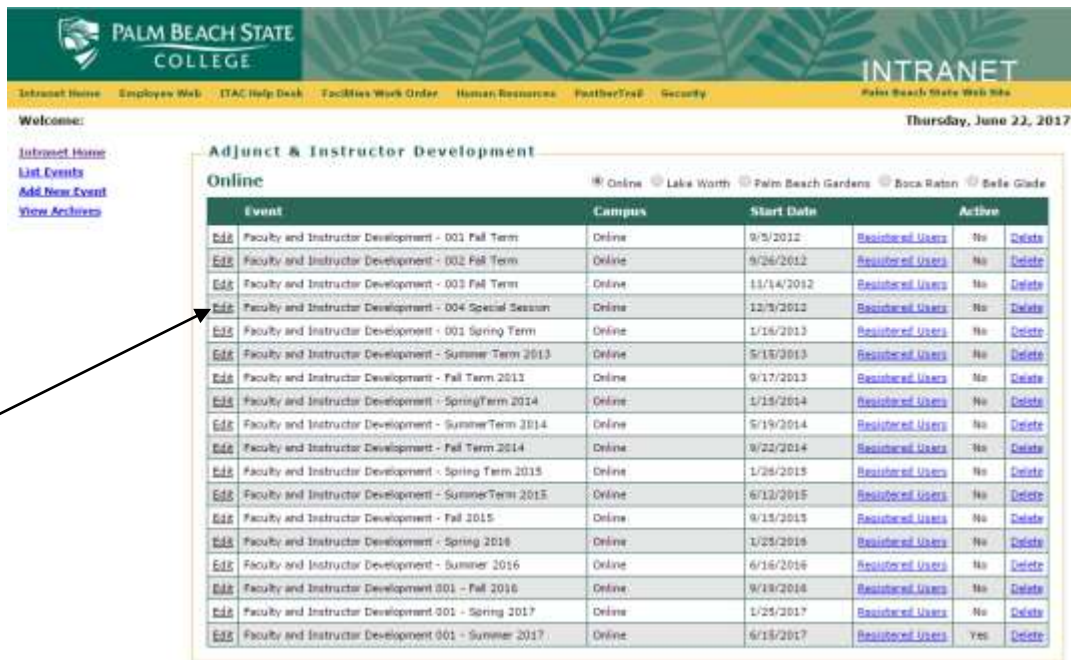
*Action (A,B,C,D,M,N,P)   ___ *Course ID....: PSY2012___ *Offered Term: 20113_
Reference Number...: 142245___ *Campus/Center: 1___ Section.....: 003___
*Session Code.....: 2___ Course Title...: GENERAL PSYCHOLOGY___
Dates: 05/10/11 - 06/21/11 *Division/Dept: DEG_PSY_ *Cls Stat.: U
Curr Enrolled.....: 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
1 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 COUR V-Rst bkwr frwr 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.

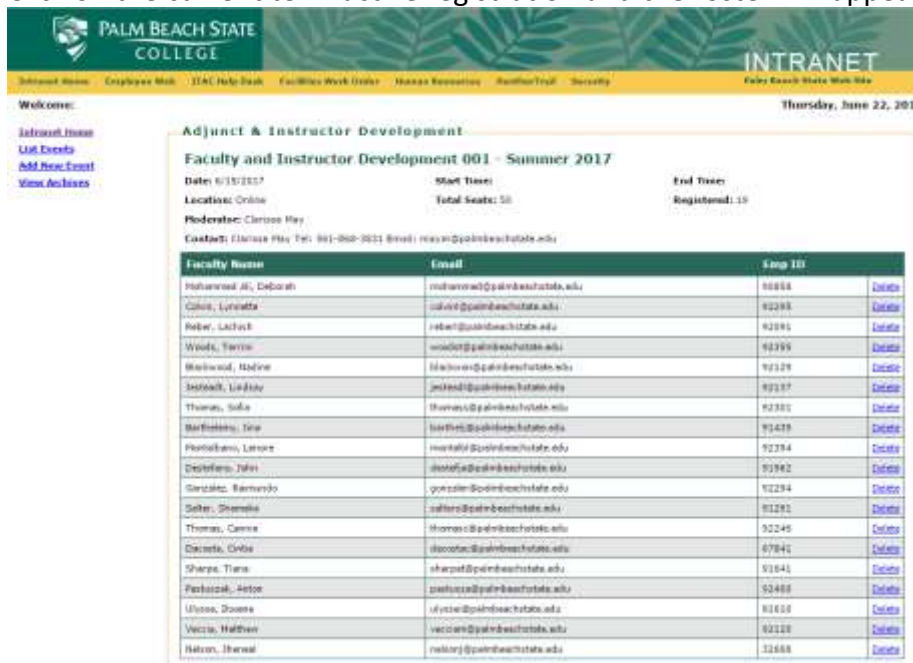


Adjunct & Instructor Development

Online ☒ Online ☐ Lake Worth ☐ Palm Beach Gardens ☐ Boca Raton ☐ Dela Glade

Event	Campus	Start Date	Active
Faculty and Instructor Development - 001 Fall Term	Online	9/3/2012	Registered Users No Delete
Faculty and Instructor Development - 002 Fall Term	Online	9/26/2012	Registered Users No Delete
Faculty and Instructor Development - 003 Fall Term	Online	11/14/2012	Registered Users No Delete
Faculty and Instructor Development - 004 Special Session	Online	12/3/2012	Registered Users No Delete
Faculty and Instructor Development - 001 Spring Term	Online	1/16/2013	Registered Users No Delete
Faculty and Instructor Development - Summer Term 2013	Online	5/13/2013	Registered Users No Delete
Faculty and Instructor Development - Fall Term 2013	Online	9/17/2013	Registered Users No Delete
Faculty and Instructor Development - Spring Term 2014	Online	1/13/2014	Registered Users No Delete
Faculty and Instructor Development - Summer Term 2014	Online	5/19/2014	Registered Users No Delete
Faculty and Instructor Development - Fall Term 2014	Online	9/22/2014	Registered Users No Delete
Faculty and Instructor Development - Spring Term 2015	Online	1/28/2015	Registered Users No Delete
Faculty and Instructor Development - Summer Term 2015	Online	6/12/2015	Registered Users No Delete
Faculty and Instructor Development - Fall 2015	Online	9/15/2015	Registered Users No Delete
Faculty and Instructor Development - Spring 2016	Online	1/23/2016	Registered Users No Delete
Faculty and Instructor Development - Summer 2016	Online	6/16/2016	Registered Users No Delete
Faculty and Instructor Development 001 - Fall 2016	Online	9/19/2016	Registered Users No Delete
Faculty and Instructor Development 001 - Spring 2017	Online	1/25/2017	Registered Users No Delete
Faculty and Instructor Development 001 - Summer 2017	Online	6/15/2017	Registered Users Yes Delete

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



Adjunct & Instructor Development

Faculty and Instructor Development 001 - Summer 2017

Date: 6/15/2017 Start Time: Total Seats: 50 End Time: Registered: 19

Location: Online

Proctor: Charles May

Contact: Charles May Tel: 904-988-3021 Email: cmay@palmbeachstate.edu

Faculty Name	Email	Emp ID	Active
Mohamed Ali, Deborah	mohamedali@palmbeachstate.edu	90888	Delete
Colles, Lynette	colles@palmbeachstate.edu	92288	Delete
Reber, Lachelle	reber@palmbeachstate.edu	92896	Delete
Woods, Terrell	woods@palmbeachstate.edu	93399	Delete
Marlowe, Nadine	marlowe@palmbeachstate.edu	93329	Delete
Johnson, Lashay	johnson@palmbeachstate.edu	93337	Delete
Thomas, Mike	thomas@palmbeachstate.edu	93330	Delete
Bartolomeo, Tina	bartolomeo@palmbeachstate.edu	93428	Delete
Hartshorn, Lenore	hartshorn@palmbeachstate.edu	93394	Delete
Decker, John	decker@palmbeachstate.edu	93392	Delete
Gonzalez, Ramon	gonzalez@palmbeachstate.edu	93294	Delete
Seller, Shemika	seller@palmbeachstate.edu	93292	Delete
Thomas, Carrie	thomas@palmbeachstate.edu	93245	Delete
Dacosta, Onia	dacosta@palmbeachstate.edu	93040	Delete
Sharp, Tiana	sharp@palmbeachstate.edu	93040	Delete
Perkins, Aimee	perkins@palmbeachstate.edu	93488	Delete
Upton, Shante	upton@palmbeachstate.edu	93610	Delete
Vicco, Matthew	vicco@palmbeachstate.edu	93618	Delete
Ratton, Theron	ratton@palmbeachstate.edu	93668	Delete

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 – Courses – Search Current Term

Current term - Drop down chevron > Enrollments – Enroll Users

The screenshot shows the Blackboard System Admin interface. The 'Courses' section is active, and a search filter 'summer2015' is applied. The table below lists the search results:

Status	Course ID	Course Name	Date Created	PBSC Instructor Username	PBSC Instructor Name	Data Source Key	Term
[icon]	Summer2015_Faculty_and_Instructor_Development_001	Summer2015 Faculty and Instructor Development 001	6/11/15 1:55 PM	wellsd, pedersenj, maym, campbellj	David Wells, Ginger Pedersen, Maria Clarissa May, Jennifer Campbell	SYSTEM	Summer Term 2015

A context menu is open over the first row, showing the following options:

- Open
- Enrollments
- Reports (Manage the users who are enrolled in the course.)
- Roles Association

Arrows in the image point from the search filter 'summer2015' and the 'Enrollments' option to the corresponding text in the manual.

Step #2 - Enrolling users – Username – Browse - Submit

Add Enrollments: Summer2015_Faculty_and_Instructor_Development_001

Users that have an existing account in the system can be enrolled in the Course. Click **Browse** to search for users. Only users that are not already enrolled in the Course will be identified in a search for users. [More Help](#)

Indicates a required field.

ENROLL USERS

Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.

Username **Browse...**

Role

Enrollment Availability ☒ Yes ☐ No

Click **Submit** to proceed. Click **Cancel** to go back.

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/faculty-dev-course-manual-version2-updated-June2017.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/faculty-dev-course-manual-version2-updated-June2017.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 ANNOUNCEMENTS

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#: AD/TSTIP
Hours: Up to 15	Campus:
Dept Code: ADJT	Time/Att: HRS
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
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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



PalM BEACH STATE
COLLEGE

This certifies that:

(name)

has completed the Palm Beach State College Faculty Development Course.

(Date) (Signature)