ADJUNCT FACULTY HANDBOOK
Welcome to Western!

Western’s Mission: Western Technical College provides relevant, high quality education, in a collaborative and sustainable environment, that changes the lives of students and grows our communities.

We can only achieve our mission because we have dedicated, competent, and caring employees. Thank you for joining our team!

Adjunct Professional Expectations

A teaching assignment includes course preparation, delivery of material, and student assessment. Adjunct instructors are expected to adhere to Wisconsin Technical College System (WTCS) & Western’s Faculty Quality Assurance System (FQAS) requirements. Adjunct instructors are encouraged to attend professional development activities and college-wide meetings.

Western Values

We value the success of our students and hold ourselves accountable for providing excellence in student learning, based on the diverse needs of each student and built on a foundation of integrity, teamwork, and respect. The core values drive our educational endeavors at the college:

Learning; Excellence; Accountability; Diversity; Student Success; Teamwork; Integrity; Respect

• Care of Others – We serve others with courtesy, kindness, respect and compassion.
• Attitude – We are all responsible for creating a positive, essential experience at Western.
• Professional Appearance – We represent Western and respect those we serve by modeling proper grooming and appropriate dress, and in taking care of our facilities. See the table listing examples of appropriate attire is on page 56 of the Employee Handbook.
• Communication – We talk, listen, and interact with others in a way that is consistent with our values.
• Commitment – We rely on one another to consistently and collaboratively achieve our mission every day.

For an Organizational Chart of Western, go to: https://intranet.westerntc.edu/sites/Search/Phone/OrganizationalCharts.pdf

For more information on Western’s History, please visit: http://www.wistechcolleges.org/making-futures/100-years-making-futures

Equal Employment Opportunity

Western Technical College is an equal employment opportunity employer. Your rights as an employee follow the federal guidelines, which are outlined in the Employee Handbook, page 17. Go to the Employee Handbook if you have any further questions you may contact our Human Resources Department: Jody Jablonski at (608) 789-6240 or jablonskij@westerntc.edu.
Work Hours and Assignments for Adjunct Faculty

Adjunct instructors provide a valuable contribution to the learning environment at Western Technical College. Adjunct instructors are assigned courses in support of Western’s commitment to excellence. Adjunct faculty assignments will be coordinated between divisions and will be transparent, and documented. Adjunct faculty are not required but are encouraged to hold office hours. For further questions please see your Division office or Jackie Kettner-Sieber at (608) 789-6233 or kettner-sieberj@westerntc.edu

Adjunct faculty assignment parameters:

- Supporting student learning and preserving quality of instruction will be priority considerations in creating faculty assignments.
- Adjunct teaching opportunities will be filled as appropriate for the course based on the discretion of the Dean of the division.
- Documentation of workload assignments is the supervisor’s responsibility.

Adjunct Teaching Assignments

Adjunct Faculty Maximum Hours/Contact Hours per Individual Adjunct

<table>
<thead>
<tr>
<th></th>
<th>FY 19-20 (16 weeks)</th>
<th>FY 19-20 (15 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit and Non-credit courses (does not include credit courses taught through Business and Industry)</td>
<td>12 hours per week</td>
<td>12 hours per week</td>
</tr>
<tr>
<td>Business and Industry Services, Short-term instructional academies, institutes, etc.</td>
<td>432 hours (1 course hour = 2.25 hours worked)</td>
<td>405 hours (1 course hour = 2.25 hours worked)</td>
</tr>
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</table>

Course Outcome Summary

When you are hired to teach a course, you should be given a course outcome summary (COS). There are course outcomes written for each course that defines what the students need to learn in each course. You can find those outcomes through our WIDS system. These Course Outcome Summaries, will be listed by class.

To access WIDS, go to the login site at: [https://westerntc.wids.org/Login.aspx?ReturnUrl=%2f](https://westerntc.wids.org/Login.aspx?ReturnUrl=%2f) Once you’re there, you’ll need to enter your Western username and password. Then it should open to your classes. (Your username is the your last name first initial, password is the same password to get into your email account) Use the Search feature to find your class. If you have any trouble getting into this area, contact your mentor, or your division office for help.
Textbooks
Textbooks are assigned by programs and divisions. If your course has a textbook, you will be provided with a copy after you are hired. If you were not, contact your division office. If you are employed at one of our Regional Learning Centers (RLCs), contact the administrative assistant at that center.

The Cavalier Campus Shop is located on the first floor of the Kumm Center on the La Crosse campus. In addition to all the textbooks for classes at Western, you will also find competitively-priced school and office supplies and a whole host of Western imprinted items. Employees may receive a 25% discount when purchasing Western wear. You can find out more about the services and hours at: http://www.westerntcbooks.com

Blackboard
Western uses Blackboard as its learning management system (LMS). All instructors are encouraged to use Blackboard for each course to communicate with students, display their syllabus and schedule, and record student grades. To get started with Blackboard go to: https://facultyresources.westerntc.edu/blackboard

Academic Excellence and Development (AEDD) offers training sessions and open labs covering Blackboard’s capabilities. Please contact Larry Sleznikow, instructional technologist, to learn more: sleznikowl@westerntc.edu or (608) 789-2065.

At any time, all questions particular to Blackboard can be sent to bbhelp@westerntc.edu

Syllabus Requirements
Each instructor is required to write a syllabus for each course, every term. The syllabus should be a guide for all students and include expectations along with specific course policies. Official college syllabi must be created and submitted in WIDS (World-wide Instructional Design Software). You can access WIDS from this link: https://westerntc.wids.org/Login.aspx. There are how-to instructions for syllabus creation on the Faculty Resources Website through this link: https://facultyresources.westerntc.edu/curriculum/syllabus. Under the heading “video links” you will find several videos that provide step-by-step instructions. Additionally, the Academic Excellence and Development Division can assist you in crafting a student-centered syllabus, syllabus submission, and linking the syllabus to your Blackboard course. You can email them at aedd@westerntc.edu.

Instruction Modes
The instruction mode refers to the way the class is delivered. The mode definitions are listed below.

Also, check out the Blended and Online Instructor Resources on the Faculty Resources Website.

AC – Accelerated: The content of accelerated classes is condensed into a shorter time frame, which requires more work for the student in a shorter amount of time. This is accomplished using specific memory strategies, visualization and suggestion techniques, music, and environmental peripherals to elicit the improved learning results. It is not a faster way to receive a degree, just a different approach.

BL – Blended: These classes combine traditional face-to-face classroom instruction with some online instruction. Actual class meeting times are reduced and online work is integrated into the course. The
student is required to use their Western email address and have access to a computer with Internet access in order to fully participate and receive the benefits of the course.

**IB – IDL/Blended:** These classes combine IDL (Interactive Distance Learning) and blended learning components. The IDL classes may originate from any one of our seven campuses and students participate through the use of video cameras and microphones in the classroom. The blended component of the classes includes online work that is integrated into the IDL format. Actual class meeting times may be reduced. The student is required to use their Western email address and have access to a computer with Internet access in order to fully participate and benefit from the course.

**IDL – Interactive Distance Learning:** IDL classes originate at any of our seven campuses. Through video cameras and microphones, students are able to participate in classes that are available at more than one campus location.

**L – Open Lab:** Open Lab classes are for individuals who are self-motivated and do not require the structure of a face-to-face classroom experience.

**OL – Online:** These classes can be taken anywhere, at any time of the day. The student is required to have access to a computer with reliable Internet. There is no on-campus requirement unless clearly communicated in advance in the class schedule. Students will be required to adhere to assignment deadlines and have regular online participation and interaction with the instructor and fellow students.

**P – In-Person:** Traditional face-to-face class, which may require some online work.

### Class Roster

Students are not allowed to attend any classes for which they are not officially registered. Students whose names are not listed on the class roster printed from MyWestern should be referred to Enrollment Services in the Welcome Center immediately.

The short cut is to access it on the Western Intranet: [https://intranet.westerntc.edu](https://intranet.westerntc.edu)

If you look to the bottom right; you’ll see, “Class Roster w/ Western student email.” Click on this link, fill out the appropriate fields and it will take you to your roster. If you are having troubles, contact your division office or your mentor.

There is also a section that will give you an introduction to PowerCampus and a number of E-Training opportunities where you will be able to locate and generate a roster for your courses.

### Calendar

Western is on a trimester calendar in which each term is 15 weeks in length. To assist with your planning of course materials and presentations the academic calendars are located on the Western Intranet: [https://intranet.westerntc.edu/Pages/Calendars.aspx](https://intranet.westerntc.edu/Pages/Calendars.aspx)

### Important Dates/Calendar

Refer to the Registrar’s Calendar to learn when:

- grades are due (GD) (4:00 pm)
- incomplete grades change to an F
- advising and registration begins
- beginning and ending dates of term
- graduation is scheduled
Class Cancellations

- It’s the expectation that you hold classes as scheduled, but cancellations sometimes do occur. Contact your division’s administrative assistant in advance to ask what steps you should take in the case of an unexpected need to cancel your class. Typically it would involve notifying your division as soon as possible and emailing your students that the class will be cancelled. Your division staff will post a sign on the door of your classroom saying class is cancelled.
- If the college is closed due to inclement weather it will be communicated via radio and television stations, Western email, Facebook page and Twitter account. Add yourself to the Emergency Notification System: https://www.westerntc.edu/emergency-notification-system.

Field Trips/Off Campus Classes

Check with your division office on the procedures and coordination for field trips, alternate locations on campus or off campus classes. Due to security reasons, the campus must be accountable for student and faculty whereabouts during scheduled class times.

Grading Policy

Western’s grading policy helps to clarify a student’s academic standing. Contact your mentor or program chair for further questions.

As far as grading goes, a Western scale looks like:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>AB</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>BC</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>FX</td>
<td>0.0 (see policy)</td>
</tr>
<tr>
<td>F1</td>
<td>0.0 (see policy)</td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete</td>
</tr>
<tr>
<td>AUD</td>
<td>Audit</td>
</tr>
<tr>
<td>T</td>
<td>Transfer Credit</td>
</tr>
<tr>
<td>CR*</td>
<td>Pass/No Pass or credit granted for challenge exam</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw (see policy)</td>
</tr>
</tbody>
</table>

See the policy for definitions and additional information
Posting Grades

Western uses an ERP (Enterprise Resource Planning) system called PowerCampus. You can access it at [https://ss.westerntc.edu/SelfService/Home.aspx](https://ss.westerntc.edu/SelfService/Home.aspx) with your Western username and password.

There is a section that will give you an introduction to PowerCampus and a number of E-Training opportunities. This is where you will be able to locate how to post grades for your courses. Your mentor and division office can also assist with posting grades.

Also check the academic calendar for when grades are due at: [https://intranet.westerntc.edu/Pages/Academic-Calendars.aspx](https://intranet.westerntc.edu/Pages/Academic-Calendars.aspx)

Privacy/FERPA

Students have certain rights under the Family Educational Rights and Privacy Act of 1974 (FERPA) concerning their school records. Western is using Everfi LawRoom, an interactive online training program developed for higher education, to inform employees about specific topics, laws, and college policy. This system ensures a systematic process to assign, remind, and track completion of these important requirements. You will be contacted by HR about completing FERPA training.

Dropping/Adding Students

Faculty can no longer drop a student for nonattendance. Please instruct a non-attending student to initiate an official drop at MyWestern or in person at the Welcome Center on the La Crosse Campus. For further questions contact your mentor, Division office or registration@westerntc.edu

Academic Dishonesty

Keeping things truthful is an important part of being a responsible member of any community. Academic dishonesty is taken very seriously at the college. Contact Shelley McNeely for further questions (608) 785-9880 or email at McNeelyS@westerntc.edu

Student Conduct

In the classroom and in all aspects of college life, our goal is to provide the best opportunity for student success for all. The College will take action to prevent and stop any negative behavior that inhibits learning. Learn more at Western’s Online Student Rights and Concerns. Contact Shelley McNeely for further questions (608) 785-9880 or email at McNeelyS@westerntc.edu

Student Services/Welcome Center

The Welcome Center on the La Crosse campus is a central hub where students have access to many essential services. The staff will direct students to everyone they need to meet, including career counselors, financial aid staff, and enrollment advisors.

Within the Welcome Center is Admissions, Advising, Career Services, Cashier, Counseling, Access and Language Services, Enrollment Services/Registration, and Financial Aid. Contact the Welcome Center at (608) 785-9200.

At the Regional Locations, any of the administrative personnel can help or put you in contact with the appropriate person.
Academic Help for Students

- **Learning Commons** – The Learning Commons is located in the Academic Resource Center building (ARC) R-122 and provides free academic support to currently enrolled students. Instructors provide individualized help/guidance for students in the areas of reading, writing, study skills, and more. Some peer tutoring is also available.

- **Math Center** – The Math Center, in R-203, provides many services including independent study courses, personalized help with math and physics assignments, test proctoring for online math courses, and access to computers with mathematical software.

- **Library** – In addition to typical library functions, the library offers group study rooms, wireless access, reference help and a computer lab.

- **Online Writing Center** – The Online Writing Center (OWC) features an online tutor that allows students to submit writing assignments to Communication Skills instructors in order to receive feedback about their writing. The OWC also features a writer’s handbook and Wink (an online journal that contains sample essays, speeches and other documents).

- **AND….go to our Faculty Resources Website at** [https://facultyresources.westerntc.edu/student-support](https://facultyresources.westerntc.edu/student-support)

Student Referrals for Counseling Services

Start by going to our Faculty Resources Website and click on “Supporting Students.” [https://facultyresources.westerntc.edu/student-support](https://facultyresources.westerntc.edu/student-support). There is an Early Referral Form and “When to Refer” guidelines listed there.

You can also call the counseling area at (608) 785-9553 or check out [http://www.westerntc.edu/Counseling](http://www.westerntc.edu/Counseling) for more options. Your mentor can also be helpful in deciding when to refer students.

Students with Disabilities

If a student with a documented disability is requesting accommodations in your class, you will receive a confidential informational letter from Access and Language Services. If a student requests services from you directly and you have not received this letter, please refer them to the Access and Language Services in the Welcome Center, Room 164H or call (608) 785-9875. If you have questions on how this may impact your classroom, you can also contact: Kris Follansbee – Manager, Access and Language Services at: follansbeek@westerntc.edu or your mentor.

Library

Western’s Library is located on the second floor of the Academic Resource Center, R-201, on the La Crosse campus. A variety of resources, including books, periodicals, pamphlets, and other materials, support the academic programs at Western. Many of these items are available in electronic format, including reference materials, periodicals, and an array of electronic books.

The Library staff conducts a variety of library instruction sessions for students, faculty and the campus community. These sessions are generally faculty requested, course-related instructional sessions that are research oriented and examine library resources and services. Faculty and students have found these sessions to be extremely helpful. For library services and hours go to [https://www.westerntc.edu/Library](https://www.westerntc.edu/Library).
Course Evaluations

Course evaluations will be expected to be administered at the end of each course, and the feedback will be used to support student learning and quality instruction. Your division office will contact you regarding course evaluations.

Dropping/Adding Students

Faculty can no longer drop a student for nonattendance. Please instruct a non-attending student to initiate an official drop at MyWestern or in person at the Welcome Center on the La Crosse Campus. For further questions contact your mentor, Division office or registration@westerntc.edu

Western ID Badge and Parking Pass

You can get your Western ID and parking pass in the Student Development Office in the Kumm Center (La Crosse Campus, Rm 100). At the RLCs contact the office staff and they can take your picture, have your badge created, and it will be sent to whichever campus you prefer. The Western ID is primarily used for security and access to campus buildings. Parking passes are only needed on the La Crosse Campus and may be obtained through the Student Life Office located on first floor of the Kumm Center. There is a cost for a parking permit determined by how many terms you work. If you teach in the evening, you will not be required to have a parking permit after 5:00 pm or on Saturdays. If you are an online only instructor wanting to have a Western ID, please contact Human Resources at (608) 785-9077 to aid you with this process. Note: Check your city for local discounts using your Western ID.

Maps

Western operates seven regional locations: Independence, Black River Falls, Mauston, Tomah, Sparta Public Safety, Sparta Adult Learning Center, and Viroqua. Maps of the campuses are available at https://www.westerntc.edu/maps-and-parking

Building Codes/Abbreviations

A = Administrative Center
B = Business Education Center
D = Diesel Center
HSC = Health Science Center
L = Lunda Center
T = Integrated Technology Center

ATC = Automotive Technologies Center
C = Coleman Center
G = Horticulture Education Center
K = Kumm Center
R = Academic Resource Center
W = Welding & Apprenticeship Facility

For other abbreviations use on campus, go to https://facultyresources.westerntc.edu/wp-content/uploads/2016/01/Western-Jargon-List.pdf

Keys/Classroom Access

Work with your mentor, dean and or associate dean prior to starting your class to make sure the division office has been notified when and where you’ll need access. During the hiring process a key or access routine should be arranged.
At the Regional Learning Centers (RLCs), you’ll be able to check in with the front office staff for help. In La Crosse, you can pick up any emergency phone (located in each building) and ask security to come open your room (there is nothing to dial, simply pick up the phone and you’ll get through).

**Pay**

To view your pay advice, go to the Business Portal on WIRE and click on PowerCampus HR or to the Payroll website and click on Business Portal (by clicking on Business Portal on the Payroll Website, which takes you back to WIRE). For directions on using the Business Portal, click on How to Use Business Portal.

Submit timecard for additional variable hour teaching assignments due in the Payroll office by the 4th and 26th of the month paid on the 15th and last working day of the month. Any additional work that is paid from a timecard due in the Payroll office by the 4th and/or the 20th of the month paid on the 15th or the end of the month payroll.

Please consult the Payroll website for due dates for time cards and payment dates. The website also has a Frequently Asked Questions area that may answer any other payroll questions. Other questions can be directed to Sharon Kramer in Payroll at: kramers@westerntc.edu, (608) 785-9122. The web link for more information is: [https://intranet.westerntc.edu/Payroll/SitePages/Home.aspx](https://intranet.westerntc.edu/Payroll/SitePages/Home.aspx).

**Computer Services**

You will have access to e-mail and office application software. The system is also a primary resource used for scheduling appointments and meetings and maintaining calendars. In short, it is the College’s official and primary means of communication.

You can access your Western **email** by going to the Faculty Resources Website at: [https://facultyresources.westerntc.edu/](https://facultyresources.westerntc.edu/) the email icon is at the top of the web page.

In La Crosse, there are **printers** throughout the departments, but check with your mentor, dean or program chair to find out the policy on utilizing them. At the RLCs each classroom should have a computer you will use for class.

**Wireless Options:** Wireless network connections are available campus wide. When visiting campus using your own laptop or mobile device, connect to the WESTERN-STUDENT WiFi account using your Western user name and password. If you use this connection, you will not be able to access any of the Western network drives. Western owned equipment (i.e. staff or departmental laptops) use the TECHNET WIRELESS WiFi connection. This connection is restricted and requires that a wireless profile be installed on the Western-owned device. These same wireless options are available at the RLCs.

Information about computers, printers, networking and IP phone questions can be found by calling (608) 789-6266 or email [pcservice@westerntc.edu](mailto:pcservice@westerntc.edu).

If you are employed at one of our Regional Learning Centers, contact the administrative assistant at that center for additional assistance.
PowerCampus

Western uses a student information system called PowerCampus. You can access it at https://ss.westerntc.edu/SelfService/Home.aspx using your Western username and password. There is a section that will give you an introduction to PowerCampus and a number of eTraining opportunities: https://intranet.westerntc.edu/Pages/PowerCampus-Training.aspx. This is where you will be able to locate how to access student information such as grades and rosters.

Equipment Problems

In an organization the size of Western, occasionally something goes wrong in the buildings, with the equipment, etc. You may be given specific instructions by your supervisor on whom to contact for special equipment. If not, the following personnel will at least give you a start in trying to determine how to fix the problem. If there is an online work order system/email, please utilize that first.

- Copy machine problems – call the 800 number located on the machine for service.
- Computer, printing, network, or telephone issues – email pcservice@westerntc.edu or call PC Service at (608) 789-6266.
- Physical Plant concerns (heat, light, ventilation, electrical, plumbing) – contact Maintenance at (608) 304-0639.
- Custodial Services – for cleaning, snow clearance, grounds maintenance, etc., contact the Custodial Supervisor at (608) 785-9109.
- Classroom audio and video equipment – email IMCservice@westerntc.edu or contact the help desk at (608) 785-9107.

Copies/Administrative Services

Western uses an off-campus copy center, Digi-Copy. Check with your mentor, division office or program chair for any further copying instructions. The link for Digi-Copy is located on http://wtc.dcopy.net/login. You can get your username and password for Digi-Copy from your division office.

At the RLCs you can have the front office staff help you with copies.

Security

The Security Office, located in Coleman Center, Room 131, is dedicated to ensuring a safe and welcoming environment to the campus, which in turn provides a secure learning environment. The College’s security force patrols the La Crosse campus throughout the day and night. In the evenings, in La Crosse, Security can chaperone individuals to their cars upon request.

- La Crosse Campus security: (608) 785-9191 or pick up one of the campus information/security phones to request an escort.
- Regional Learning Center security: notify the front office staff at your regional campus.

Western uses the RAVE System to send out emergency alerts to our students and staff. You may find out more about this service or sign up for this alert service at: https://www.westerntc.edu/emergency-notification-system.
Safety Procedures

Western has designated procedures to follow in case of most emergencies that could happen on campus. Although not every conceivable situation is addressed, the guidelines can assist students, staff, faculty and visitors cope with most campus emergencies. All students, staff faculty and visitors are expected to follow the established procedures to the best of their ability. Western will regularly test the emergency drills including annual testing of evacuation procedures.


Emergencies

In the case of an emergency, immediately dial 911 and then contact the appropriate Western personnel.

- At the La Crosse Campus, notify Security at (608) 785-9191.
- At the Regional Learning Centers, notify the front office staff at the campus
- Emergency Procedure Guide should be posted in each classroom and office space.

Incident Report

Document student and staff injuries, suspicious students, and student conduct violations. It’s now federal law that sexual assault, domestic violence and stalking be reported (the victim can remain anonymous). Contact Shelley McNeely for further questions (608) 785-9880 or email at McNeelyS@westerntc.edu.

If an incident occurs in the classroom, you may contact security or your direct supervisor to discuss the matter. We request an online incident form be completed to report the incident. This Incident Report link will direct you to the online form:
https://cm.maxient.com/reportingform.php?WesternTC&layout_id=2

Drug and Alcohol Policy

Western is a Drug-free School/Workplace. Any violation of this policy should be referred to the Student Life Office. Smoking is permitted on the “Courtesy Zone” located between 7th Street and Badger Street and Vine Street on the La Crosse campus. Check for information about our Tobacco-Free campus and “Courtesy Zones” by clicking on the Tobacco Free Campus tab at: https://www.westerntc.edu/health-and-wellness

Course Observations

Every adjunct instructor will be observed while instructing. The schedules for these observations vary by division. Your division office will contact you with your scheduled observations.
Academic Excellence and Development Division: Mentors/Coaches/Resources

The Academic Excellence and Development Division (AEDD) is a resource you can turn to for any questions you might have related to teaching, learning and technology integration. Feel free to drop by the Division and meet our team. We are located in Coleman 248, Monday – Friday between 8am – 4pm.

There are many resources available to Western faculty on Western’s Faculty Resources Website: https://facultyresources.westerntc.edu. Once there, you will also find a link just for Adjunct Faculty.

Academic Excellence and Development Division

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<tr>
<th>Contact Name</th>
<th>Title</th>
<th>Phone/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brandee Ortery</td>
<td>Dean of Learning</td>
<td>(608) 789-6042 <a href="mailto:OrteryB@westerntc.edu">OrteryB@westerntc.edu</a></td>
</tr>
<tr>
<td>Nicole Cooksey</td>
<td>Instructional Designer</td>
<td>(608) 789-6239 <a href="mailto:CookseyN@westerntc.edu">CookseyN@westerntc.edu</a></td>
</tr>
<tr>
<td>Josh Miller</td>
<td>Teaching and Learning Coordinator</td>
<td>(608) 789-6141 <a href="mailto:MillerJoshua@westerntc.edu">MillerJoshua@westerntc.edu</a></td>
</tr>
<tr>
<td>Larry Sleznikow</td>
<td>Instructional Technologist</td>
<td>(608) 789-2065 <a href="mailto:SleznikowL@westerntc.edu">SleznikowL@westerntc.edu</a></td>
</tr>
<tr>
<td>Peggy Vogel</td>
<td>Faculty Developer</td>
<td>(608) 789-2068 <a href="mailto:VogelP@westerntc.edu">VogelP@westerntc.edu</a></td>
</tr>
<tr>
<td>Stacy Mitchell</td>
<td>Faculty</td>
<td>(608) 789-4707 <a href="mailto:MitchellS@westerntc.edu">MitchellS@westerntc.edu</a></td>
</tr>
<tr>
<td>Patty Fellows</td>
<td>Adjunct Faculty Member</td>
<td>(608) 785-9535 <a href="mailto:FellowsP@westerntc.edu">FellowsP@westerntc.edu</a></td>
</tr>
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The Adjunct Faculty Mentor Program is organized through AEDD. The Adjunct Faculty Coordinator is Peggy Vogel. She will make sure that each adjunct faculty will be assigned a mentor. Your mentor will contact you to review specific items related to teaching at Western and they will work to answer any questions you may have. If you have any questions about the mentoring program, please contact Peggy at: vogelp@westerntc.edu or (608) 789-2068.

Faculty Quality Assurance System/Certification

All faculty and many of the professional and administrative employees at Western must be certified by the Wisconsin Technical College System Board. Adjunct faculty must complete the FQAS process within five years of the initial hire date.

Certification questions can be referred to:

- Amanda Grosse at: grossea@westerntc.edu or call (608) 789-6253
- Jackie Kettner-Sieber at: kettner-sieberj@westerntc.edu or call (608) 789-6233
- Peggy Vogel at vogelp@westerntc.edu or call (608) 789-2068

Check out: https://facultyresources.westerntc.edu/trainingdevelopment/ for more information.
Professional Development/Training

Western encourages all employees to participate in workshops, conferences, seminars, programs and division meetings. Go to http://psapps1.westerntc.edu/training/ to see the current opportunities. Additional opportunities geared towards adjunct faculty continue to be developed and may be linked to your obtainment for Faculty Quality Assurance System (FQAS) which is tied to your teaching certification.

To receive approval or funding, contact your Division office or Jackie Kettner-Sieber for further information at (608) 789-6233 or kettner-sieberj@westerntc.edu

The college tries to keep two hours free of classes each week during terms so faculty, staff and students can have regular open hours for meetings and training.

Regional Learning Center Contacts

Western has five Regional Learning Centers (RLCs) located in Black River Falls, Independence, Mauston, Tomah, and Viroqua. Western also has a presence in Sparta with our Public Safety Training Facility, which houses programs like Fire Protection Technician and Criminal Justice, and the Adult Learning Center that offers GED services. Find out more about the RLCs at: http://www.westerntc.edu/regional-locations.

Additional information for all adjuncts at https://facultyresources.westerntc.edu/adjunct-faculty/

To access the full Western Employee Handbook, go to: https://intranet.westerntc.edu/hr/HRDocuments/Employee_Handbook/Docs/Employee%20Handbook.pdf.