

**August 2020**

**Welcome 'back'!**

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Whether you are teaching partly in person or meeting your students via your computer, I think we are all looking forward to getting to know this new group of students and doing our best to teach them. But there are some things you need to know first.

***If you need to go to either campus, you need to:***

Fill out the Daily Health Screening on line. Access this by clicking on the Orange bar that appears across the top of the Oakton website. You need to show the document either in print or on your phone when you enter the building.

Go to an open door. In Des Plaines, 3 doors are open: 1, 10, and 20.

### ***What is the AFA?***

It's *your* union, protecting and fighting for the rights of all adjuncts covered under the bargaining agreement between the college and the AFA (anyone teaching at least six LHE's in any of the three previous terms).

### ***Need help?***

Statistically depression rates are up and it is hard to cry on a shoulder 6 feet away. Did you know that Oakton offers a free and confidential EAP (Employee Assistance Program)? You can find out about their professional and confidential services related to personal, family life, and work related issues at <http://rsli.acieap.com>.



Do not park in Parking Lot C - that door is not open. Use the main doors in the Lee Bldg.

In Skokie, use the main doors that open opposite each other from either parking lot, nearest the Enrollment Center and main staircase.

- Once you are inside, of course, wear a mask and socially distance.
- Traffic inside is one-way – pay attention to the signage, and note the number of people allowed in an elevator.
- If you are using electronic devices, spray a sanitizing spray on a paper towel, then wipe down the mouse, keyboard, telephone., etc.



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- Wash your own hands for 20 seconds with soap and water – this is more effective than using sanitizers which are in short supply.
- Keep a daily diary of when you are on campus – where you were and who you were with. If you should come down with Covid, you will be asked for a 14 day summary of your time on campus.

***Oakton Library  
Offers Curbside  
Pickup***

Our library is offering curbside pickup of materials from the library. Patrons can request books from the catalog and pick them up at our library. Patrons can also request materials from other I-Share libraries that are currently offering interlibrary loan services. Book requests have begun, but pickup services will begin later this month. We will hold items until curbside pickup has begun.

***How It Works***

Patrons can go to our new library catalog to login with your MyOakton login. When you find an item you want to borrow, click the link in the Get It section to request it. If the catalog does not allow you to order the materials, then it

is not something currently being loaned. Once the item is ready for pickup (after the proper quarantine time), you will receive an email letting you know how to schedule a pickup time.

During your scheduled time for curbside pickup, you will be directed as to where to meet the library staff to pick up your materials on the campus of your choosing. If driving, we will place your items in the trunk. If walking up, we will place your items on a table so that you can pick them up at a safe social distance.

***Plan for AFA Officer Elections***

Since to Oakton’s campus is currently restricted due to Covid-19, the elections committee has determined the best course of action is to hold the election electronically. Here is the timeline of the election process:

- On Sunday, August 30th, you will receive an email with a link to a SurveyMonkey ballot. Click on the link and submit your ballot as soon as possible.
- On Monday, September 7th at 11:59 pm the election period will end. No ballots completed after this deadline will be accepted as valid.
- On Tuesday, September 8th at 2 pm the Elections Committee will count the votes and ballots on a live Zoom session. All members are welcome to connect and attend the counting. Information on joining the Zoom session will be published on the AFA website [<https://oaktonadjuncts.com/>] and sent to the email you registered with the AFA.

If you have any questions about this process, please email the Elections Committee at [[oaktonafaelections@gmail.com](mailto:oaktonafaelections@gmail.com)].

AFA Elections Committee  
*Nelson Wainwright, Ruth Whitney*

***AFA On-Line Membership Meeting a Whopping Success***

Last week’s AFA membership meeting held on-line as part of Orientation week was a great success. 75 adjuncts took part! Questions ranged from next year’s contract negotiations to on-line help to ... too many to list. It was a great way for adjuncts to get quick answers to questions and for the AFA Board to share news about the work being done.

***Adjunct Faculty Mentorship Program***

Do you have a passion for teaching, a successful track record of working with students and colleagues, and familiarity with Oakton and its practices? Are you a good listener, with a sense of humor and welcoming attitude? The Adjunct Faculty Association and Oakton Administration are seeking adjunct faculty to serve as mentors to newly hired adjunct faculty.

To be eligible, you must be currently teaching at Oakton, having been employed here for at least 4 semesters, complete a brief training session during Orientation Week, and have a working knowledge of college practices and available technologies, activities, and professional development opportunities. You should plan to devote 1-1.5 hours per month to working with an assigned mentee during the fall 2020 term. We will try to pair you with a colleague in the same or a related department. Mentors will be compensated with .15 LHE for the semester. Email Cari Paterno at [cpaterno@oakton.edu](mailto:cpaterno@oakton.edu) for an application.

### ***A Zoom Option***

Did you know that Oakton now has a license with Zoom as well as for GoogleMeets for both faculty and students? Like GoogleMeets, it is linked to both D2L and the Google Calendar. To access Zoom, look for the new "Zoom" channel/portlet on the Collaboration page in MyOakton (right below the Google information). There are helpful videos on how to use it on YouTube "How to Zoom."

### ***Tech problems?***

Loans of both laptops and WiFi Hotspots are available to both students and faculty through the helpdesk.

IT is also introducing another way for employees and students to report technology issues. Employees now have direct access to our Service Desk Ticketing System, **IT Connect**. Access the **IT Connect** at <https://oakton.cherwellondemand.com>

Employees can login to enter in their own tickets to request a service or report a problem and see where in the process their tickets are. Students can also use a form to email the help desk with specifics about their issue. Forgotten your password? Access the Self-Service Password Reset on that page. You can still call 847.635.1965, or email [helpdesk@oakton.edu](mailto:helpdesk@oakton.edu)

### ***D2L problems?***

Go to [D2LAssist@oakton.edu](mailto:D2LAssist@oakton.edu).

Are your students having problems with D2L? Send them to [D2Lhelp@oakton.edu](mailto:D2Lhelp@oakton.edu).

There are lots of on-line tutorials available and CPD will be offering workshops as well.

### ***Socially Distancing Enabled Classrooms***

High-definition cameras and microphones have been installed in over 50 classrooms combined in both Des Plaines and Skokie to facilitate learning and remote participation of students. Please reach out to the Helpdesk at 847-635-1965 if you need additional information regarding the classrooms where the webcams/microphones are installed, technology that was installed or professional development in utilizing the technology in the classrooms.

### ***Helpful Hints***

#### ***Students need help?***

Under Oakton's Homepage, go to Student Services, then Remote Student Services. There is also a large section on community resources. In addition, Student Care Coordinator Tania Boisson, the Student Care Coordinator, is a person to send them to. Contact her at [tboisson@oakton.edu](mailto:tboisson@oakton.edu).

#### ***You need help?***

The Fitness Center is offering Virtual Workouts. On-line Meditation is also available.

#### ***Forms from the administration that you cannot fill out because they are pdfs? And you don't have a printer?***

Try the PDF Chrome Extension that allows you to annotate and sign pdfs.

### ***Spring term preference forms***

Preference forms for spring are due September 11. Clearly indicate whether you want a synchronous class or an asynchronous class. Synchronous are recommended. If you aren't sent the form, you can find it in the Adjunct Channel in MyOakton under "Teach and Advise."

### ***Protect Your Account***

IT has let us know that "The single most important thing you can do to protect your account and your information is to enable Multifactor Authentication. Multifactor Authentication (MFA) is a technology that requires you to have at least two ways to prove who you are when accessing a system or service. Today, when you access any Oakton protected resource, you only need your username (which is public information) and your password. If a criminal attacker manages to steal your password either via technical or social means, they have everything they need to assume your digital identity and take over your account." Since Oakton has payroll information, your social security number and bank information, these are the kinds of information that could be hacked.

With MFA Authentication, two things are needed to authenticate: your password and a second factor, either a cryptographically secured app (Duo Mobile) on your smart phone or a tablet

OCC has selected Duo security as its MFA tool. Duo is available for all employees, who can self-enroll using the Account Management tool on the Oakton Login Page. Click on the "Duo Multifactor" Tab in Account Management; more detailed information is available in Account Management tool." You'll need the "Duo Mobile" app on an Android or Apple (iOS) phone or tablet. Text messages are not required and it can work even without cell coverage.

Do check the "7 day" option to avoid the need to be authenticated multiple times a day.

### ***Icebreakers***

Like all of you, I have attended Help-me-with-on-line-teaching webinars and read everything I could that I thought might help. Here are two icebreakers that I came across that seem worth a try. "An item on my desk." – for the first week. Ask students to share an item that has a backstory and is related to something they care about. They have 30 seconds to tell the story and explain the significance. "This is how I feel." – at any time. In the chat window, ask students to put a word for how they feel right then. Or, if your mood were a color – an animal – a car, what would it be right now? (Personally, I would take that 'Back-to-the-Future' car right now.)

### ***Stories in the Time of Covid from Your Colleagues***

#### ***From Isaac Ewuoso, English***

Although I have the credentials to teach online, I will let you all in on my opinion when it comes to working from home: I don't enjoy it and can't wait to get back to teaching synchronous face to face classes when the pandemic ends; and end it will one day. But I understand that teaching and working from home is better than no teaching or



*Figure 1 Isaac (in the blue) at the Rauner Center, the ARC Regional Center in Chicago*



