

January 2023

**Welcome back!**

**Cheryl Thayer, President**  
**Mary Hope Griffin, Vice President**  
**Cindy Del Medico, Treasurer**  
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### **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).

### **Spring 2023 Payroll Dates**

Payroll dates for this semester:  
Jan.20, Feb. 3, 17,  
March 3, March 17, 31,  
April 14, 28, May 12, 26  
AFA dues are taken from the 5th and 6th paychecks.

### **Oakton Board of Trustees Meetings**

Jan. 17, Feb. 21, March 21, April 25, May 23

### **AFA Open Office Hours**

The first Friday of each month  
9-10:15 via [Zoom](#).

We hope you have had restful break with family and friends and have the chance to recharge your batteries! Jump back in and see some familiar faces by coming to the **AFA virtual membership meeting on Wednesday, January 11, from 4 to 5:30. There will be news, announcements, and exchange of ideas.** Join via [Zoom](#).

### **HELP!**

#### **My class isn't full yet. What are my options?**

After the Wednesday before the start of class,

- if all your students withdraw, your class is cancelled. You will still get cancellation pay.
- if the headcount in your class goes up, you are paid for that higher number.
- If enrolment reaches 10, you are paid in full.
- If enrollment in your class is at 10, you get paid for 10 even if the number goes down.

**You** need to monitor your numbers. Be vigilant in checking. **Take a screenshot or copy the class list to show those higher numbers.**

#### **My class has been canceled or reassigned. What happens now?**

If your class load falls to under 6 LHE's AND you've taught 11+ semesters, the Dean will assign you other courses that were assigned to an adjunct with less seniority. Reassignment will be based on seniority. In addition, you must have taught the reassigned course at Oakton within the previous three years or have the Dean's approval.

#### **I have put a lot of work into my shell in D2L and now my class is canceled. Can I keep that content I developed?**

Yes, you will have 24 hours' notice prior to the reassignment so that you can remove your material from the D2L course shell.

#### **That class I put a lot of work into is cancelled. That was a lot of work. Can I get paid anything?**

Yes. If you lost your course 3-10 calendar days before your course's start date, you'll get either a replacement course OR paid \$160 to compensate you for your time.

*If you are bumped or lose classes due to enrollment during the coming week, please feel free to contact us if you have questions or concerns about the process. Email us at: oaktonafamembers@gmail.com.*

## ***Opportunities for extra pay***

### **Department and division meetings during the semester**

You can earn .25 LHE for attending a minimum of 6 of 9 meetings: the orientation department meeting, 4 monthly department meetings, and 4 monthly division meetings. You need to commit to attendance at these meetings at the beginning of the term using this [form](#). You can attend either in person or remotely. If you don't attend the minimum number of meetings, you will not be able to be paid for meeting attendance the following semester.

### **Orientation Week sessions**

You earn .048 LHE's for attending 3 hours of sessions held as professional development during Orientation Week. You need to register and attend the required sessions. This does not count the mandatory Orientation Week department meeting. Use this [form](#). **The form is due this Friday the 13<sup>th</sup>.** Do it now. The virtual Faculty Retreat is next Thursday, the 12<sup>th</sup>, and also counts as an Orientation Week session. Register [here](#).

### **Necessary travel between campuses**

You are eligible for mileage reimbursement for each one-way trip between campuses if your class or department/ division meetings requires you to travel between campuses on the same day. You need to submit [a voucher](#) (see page 8) to your division office by the end of the semester in which you traveled. Reimbursement is 65.5 cents per mile.

### **For new faculty**

New adjunct faculty have to attend the new faculty orientation which starts during Orientation Week and continues in both an asynchronous and synchronous format for the first 4 weeks of the term.

## ***Remind your students –***

**Help is available with D2L by going** to Student D2L Tutorials at <https://www.softchalkcloud.com/lesson/serve/bpQGKgyLFhVxCU/html>

**Students can get Word for free on their computer. They need to go to** <https://www.microsoft.com/en-us/education/products/office> using their Oakton e-mail address and sign up for Office 365. This is FREE.

**Free tutoring in both writing and different subject matter is available at the** Learning Center. Some students get to the end of the semester and still don't realize tutoring is available both remotely and in person. (847) 635-1658 and schedule an appointment with a Writing tutor.

**Oakton's Wellness Center can help students deal with anxiety, grief, pressure, and so on.** Call Oakton's Wellness Center at (847) 635-1885.

**Help with log-in IDs or passwords** is available at the Help Desk at [helpdesk@oakton.edu](mailto:helpdesk@oakton.edu)

**A Wi-Fi Hotspot are available for students with poor internet connections.** Go to the [helpdesk@oakton.edu](mailto:helpdesk@oakton.edu).

**Help with research or citations is available at the Oakton Library.** Schedule a virtual research consultation either through on-line chat or by phone with a librarian.

### **Research Bites**

2-to-3-minute videos especially made by our library staff for Oakton students are available on how to do research and how to use the library. To see all of the *Research Bites* videos, you can visit the Oakton library YouTube channel where there is a special playlist for Research Bites. Here's the link for the playlist:

[https://www.youtube.com/playlist?list=PLTnmMpUzfu3lvi8chrTEuNE2To\\_W2KW9J](https://www.youtube.com/playlist?list=PLTnmMpUzfu3lvi8chrTEuNE2To_W2KW9J)

### **Learn something new and get paid for it.**

#### **Integrating Asian American Content Across the Curriculum**

Led by Mohamed Mehdi and Ji-Hye Park

Focused on “supporting faculty in developing curricular and pedagogical approaches that are informed by recent work related to Asian American Studies and AAPI students, the seminar will be an opportunity to explore some of the recent literature, arts and research on Asian American experiences for faculty to consider including in their teaching.”

Six (6) Fridays, 2/24, 3/10, 3/24, 3/31, 4/7, 4/21, 1:00 - 3:30, Online

Synchronous, <https://forms.gle/FxJcxWqfZXUccF8ZA>

#### **What Inclusive Instructors Do: Principles and Practices for Excellence in College Teaching**

Led by Mary Johannesen-Schmidt

The seminar will do “a deep and sustained study of the book, "What Inclusive Instructors Do: Principles and Practices for Excellence in College Teaching" with ongoing application of the concepts to our own courses, followed by reflection and sharing with fellow seminar participants. [Participants] will study, discuss, and apply inclusive practices in the classroom.”

Six (6) Wednesdays, 2/22, 3/8, 3/22, 4/5, 4/19, and 5/3, 12:30 PM - 1:45 PM, Online,

Asynchronous/Synchronous, <https://forms.gle/FxJcxWqfZXUccF8ZA>

#### **High Impact Practices: Writing Intensive Courses**

Led by Donovan Braud and Philip Sloan

“This seminar will introduce participants to “best practices” in writing pedagogy and facilitate writing-intensive course material preparation. This seminar is REQUIRED for instructors who wish to teach in the Writing Intensive Concentration.”

Meets in a **hybrid, synchronous** format (some meetings are in-person and some are online) for four Wednesdays from 3:30 - 6:00pm on:

- MAR 22 (in-person)
- MAR 29 (online synchronous)
- APR 5 (in-person)
- APR 19 (online synchronous)

<https://forms.gle/FxJcxWqfZXUccF8ZA>

### **One More Meeting Worth Attending**

An All Faculty Meeting sponsored by the full-timers union, OCCFA, is on Thursday, the 12th, 3:30-4:45 via [Zoom](#). The topic is "The State of Faculty Labor in Higher Ed: a State and National Perspective." The guest speaker will be Vivian Zimmerman, Adjunct Professor at South Suburban College and Prairie State College and Chair of the IEA Higher Education Council. She will be joined by a NEA member in Government Relations as well as an IEA member in Government Relations.