



Office of the Vice President for Academic Affairs and Provost

September 26, 2008

Dear Adjunct Faculty:

I am delighted to inform you that we have organized a wonderful orientation for you on October 6, 2008. Attached you will find the agenda. The orientation will be held at 3:00, 4:00, and 5:00 p.m. Please choose the time period that is most convenient for you to attend and RSVP to Dean Reza Fakhari's office at (718) 368-5029.

Kingsborough is a college on the move. There is so much happening in our college that we would like you to be apprised of. The orientation will provide an opportunity for us to share these developments and to hear your feedback.

Adjunct faculty are an integral part of Kingsborough and critical to our students' success. We greatly appreciate the instruction that you provide and want you to feel like a member of the Kingsborough family. We would like to provide you with more opportunities and services as well as involving you in the exciting programs and initiatives that we have.

I look forward to seeing you on October 6!

Sincerely,

Dr. Stuart Suss
Vice President for Academic Affairs and Provost

Attachment: Adjunct Faculty Orientation Agenda



Adjunct Faculty Orientation
Monday, October 6, 2008
Every Hour on the Hour
3:00 pm – 6:00 pm
Room U219
(Light refreshments served)

MODULE I: KINGSBOROUGH: ITS STUDENTS, MISSION, AND EXPECTATIONS FOR FACULTY

1. Greetings: [Provost Stuart Suss, Vice President Bill Keller & Ms. Mickie Driscoll](#)
2. The College: Our Students and Our Mission (pp. 1-2): [Dean Reza Fakhari, Dean Rick Fox & Ms. Barbara Ladman](#)
3. PSC-CUNY (p. 22): [Dr. Rina Yarmish](#)

MODULE II: INSTRUCTIONAL PRACTICES AND POLICIES, AND STUDENT SUPPORT

1. Instructional Practices and Policies: [Dr. Janine Graziano-King & Prof. Michael Rosson](#)
 - a. Syllabi, Student Learning Outcomes (p. 31)
 - b. Course Materials and IT (pp. 32-37)
 - c. Record Keeping (pp. 37-38)
 - d. Student Support Services (pp. 39-42): [Dr. Maria Bartolomeo](#)

MODULE III: PEDAGOGY AND PROFESSIONAL DEVELOPMENT

1. KCTL: [Dr. Janine Graziano-King](#)
 - a. KCTL Faculty Interest Groups (pp. 43-45)
 - b. Teaching and Learning Initiatives (pp. 45-48)
2. KCATT: Teaching with Technology: [Prof. Michael Rosson and Ms. Sonia Saladuchin](#)
 - a. Blackboard (p. 33)
 - b. Turnitin (p. 33)
 - c. PBWiki (p. 34)
 - d. eXRosters (p. 38)
 - e. eGrading (p. 36)
 - f. eReserve (p. 32)

MODULE IV: SETTLING IN AT KINGSBOROUGH

1. Working at Kingsborough (pp. 23-24): [Ms. Mickie Driscoll](#)
2. The Campus, Photo IDs (pp. 25-30): [Office of Public Safety & Buildings and Grounds](#)
3. Parking Permits (p. 24): [Mr. Anthony Imperato and Ms. Betty Horn](#)
4. College Email (p. 28): [Mr. Yves Etienne](#)

Please Note: Page references above are to the Kingsborough *Faculty Handbook*.