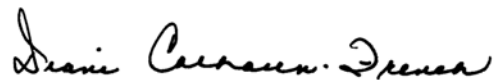


Dear Adjunct Faculty Members,

Welcome to JCTC! We are truly excited to have you join us in our efforts to provide the highest quality education to the citizens of our community. We have put together this handbook as a ready reference for answers to your questions on the policies, procedures, and services of the college. While we have tried to create a comprehensive guide, you will almost certainly have questions that have not been addressed here. Please feel free to contact your Academic Dean, Campus Director, Division Chair, Academic Program Coordinator, Department Head, Division Assistant, or me with any questions and concerns you may have. We highly appreciate your contributions to Jefferson Community and Technical College and we want to do all we can to make your work here as stimulating and rewarding as possible. Thank you for everything you do!

Sincerely,

A handwritten signature in cursive script that reads "Diane Calhoun-French".

Diane M. Calhoun-French, Ph.D.
Provost and Vice President for Academic and Student Affairs

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JEFFERSON COMMUNITY AND TECHNICAL COLLEGE GUIDE FOR ADJUNCT FACULTY

INTRODUCTION

History, Function, and Mission of KCTCS and JCTC

Created by the Postsecondary Education Improvement Act of 1997, the Kentucky Community and Technical College System is comprised of 16 college districts that provide quality postsecondary education and workforce training. KCTCS colleges are committed to making education more accessible, more relevant, and more responsive to the needs of students, employers, and communities.

Jefferson Community and Technical College (JCTC), created by the consolidation of Jefferson Community College (JCC) and Jefferson Technical College (JTC) on July 1, 2005, has six campuses in Bullitt, Carroll, Jefferson, and Shelby counties in the Commonwealth of Kentucky. Founded in 1968 in downtown Louisville as part of the University of Kentucky Community College System, Jefferson Community and Technical College later expanded to locations in southwest Jefferson County, Carroll County, Shelby County, and most recently in Bullitt County. In 1998, the College joined KCTCS. In 1953, the Jefferson County Board of Education chartered the Jefferson County State Vocational-Technical School to meet the postsecondary, technical education needs of Louisville and surrounding areas. In 1990, the school began operating as Kentucky Tech, Jefferson Campus. In 1998, the name changed to Jefferson Technical College to reflect its inclusion in KCTCS.

Mission Statement

Jefferson Community and Technical College is a public, comprehensive, postsecondary institution awarding certificates, diplomas and associate degrees. The College provides open access to affordable, quality education and training for a diverse community of students; promotes opportunities for lifelong learning and success through its programs and services; and supports the attainment of statewide educational goals.

Jefferson Community and Technical College is a member of the Kentucky Community and Technical College System with multiple campuses and locations in Jefferson, Shelby, Carroll, Bullitt, Gallatin, Henry, Oldham, Owen, Spencer, and Trimble Counties.

College Goals

Jefferson Community and Technical College fulfills its mission through the following goals:

1. Promote excellence in teaching and learning through all College services.
2. Provide occupational/technical (AAS, Diploma, Certificate), transfer (AA, AS), and developmental educational programs.
3. Provide seamless education opportunities through educational and community partnerships.
4. Provide a safe and accessible learning and working environment.
5. Exercise efficient and responsible stewardship of the college's human, fiscal, and physical resources.
6. Provide workforce and economic development through agreements with business and industry.
7. Promote diversity within the college learning and working environment.
8. Increase student access to learning through the use of technology and alternative delivery options.
9. Promote public awareness of the value of postsecondary education and Jefferson Community and Technical College's role in expanding employment opportunities and enhancing the quality of life for all citizens.

Additionally, the College serves as a center of lifelong learning. Continuing education, training activities

and services are designed to expand the life skills and knowledge of our citizens, strengthen the existing workforce, enhance community and business development, and provide personal growth and values development resulting in an improved quality of life for the members of our community.

Jefferson Community and Technical College provides a physical and intellectual environment for the students, faculty, and staff that promote cultural, ethnic, racial, and gender diversity. Further, the College offers services and supports practices and programs that embody the ideals of an open, democratic, and global society and that ensure the effective and efficient operation of the college.

EMPLOYMENT OF ADJUNCT FACULTY

Jefferson Community and Technical College advertises for adjunct faculty on a regular basis, usually three times a year preceding the beginning of each semester and the summer session. In addition, persons inquiring about adjunct faculty positions are invited to submit letters of interest and resumes at any time. The most qualified among these applicants are called for telephone and/or personal interviews. **State law also requires that a background check be conducted on all employees, including adjunct faculty, prior to hiring. If a check uncovers convictions, an appeal to hire must be made to KCTCS. Written approval from KCTCS must be obtained before an offer to hire may be made.** Division Chairs and Academic Program Coordinators/Department Heads are then authorized to extend offers of employment, subject to final approval by the Academic Dean. One-semester contracts only are extended to adjunct faculty. Adjunct faculty may be rehired for any number of semesters; decisions to rehire are made based on academic credentials, experience, student and supervisor evaluations, and availability of classes. Adjunct faculty are paid on a standard credit hour (or, in exceptional cases, contact hour) basis.

All adjunct faculty must possess the academic credentials mandated by Jefferson Community and Technical College's accrediting agency, the Southern Association of Colleges and Schools/Commission on Colleges (SACS/COC). In addition, the Kentucky Community and Technical College System requirements mandate that for each faculty member, we have the following on file: an application, official transcripts of all college work, three current letters of recommendation (originals only), a form documenting citizenship (I-9), a KCTCS Drug-Free Workplace Policy Certification, and all tax forms. **By law, before a faculty member conducts class, he or she must complete an I-9 form.**

By the first week of the semester, you must contact your Division Assistant and sign your employment contract. If this is not done, the payroll process will be delayed. If a faculty member is rehired for subsequent semesters, new contracts will be completed. However, rehired individuals are not required to submit new documents for their personnel files. They may wish to submit new transcripts, however, as additional pertinent coursework is completed.

FACULTY RESPONSIBILITIES AND PROCEDURES

Course Syllabi

All students must be provided with a written course syllabus during the first or second class meeting of the semester. Faculty members should also send a copy of each syllabus to the division office. The following items need to be included on all syllabi:

<COURSE TITLE>

<Semester>

<Instructor name>

<Instructor office location>

<Instructor phone number>

<Instructor e-mail address>

<Instructor office hours>

<KCTCS catalog description>

<Course relationship to college's mission and goals>

Note: current mission and goals can be found at

<http://www.jefferson.kctcs.edu/administration/president/mission.php>

<Student learning outcomes specific to course>

"Upon completion of this course, the student will be able to:"

Note: each learning outcome should contain an action verb and, while this may not be articulated as a part of the syllabus, the faculty member should be able to identify where and when the achievement of each student learning outcome is assessed within the course.

<General education competencies being taught/strengthened in the course (only include the competencies relevant to THIS course)>

"Upon completion of the course, the student will also be able to:"

Note: the KCTCS General Education Competencies are:

- I. Communicate Effectively
 1. Read and listen with comprehension.
 2. Speak and write clearly using standard English.
 3. Interact cooperatively with others using both verbal and non-verbal means.
 4. Demonstrate information processing through basic computer skills.
- II. Think Critically
 1. Make connections in learning across the disciplines and draw logical conclusions.
 2. Demonstrate problem solving through interpreting, analyzing, summarizing, and/or integrating a variety of materials.
 3. Use mathematics to organize, analyze, and synthesize data to solve a problem.
- III. Learn Independently
 1. Use appropriate search strategies and resources to find, evaluate, and use information.
 2. Make choices based upon awareness of ethics and differing perspectives/ideas.
 3. Apply learning in academic, personal, and public situations.
 4. Think creatively to develop new ideas, processes, or products.
- IV. Examine Relationships in Diverse and Complex Environments
 1. Recognize the relationship of the individual to human heritage and culture.
 2. Demonstrate an awareness of the relationship of the individual to the biological and physical environment.
 3. Develop an awareness of self as an individual member of a multicultural global community.

Note: not all general education competencies are taught or strengthened in every course. However, virtually all courses—whether they are in the general education core or not—

contribute to the development of at least some of the students' general education competencies. These should be listed.

<Required texts, supplies, materials>

<Suggested texts, supplies, materials>

Note: include information about editions

<Course requirements>

Note: include specific numbers of tests, quizzes, assignments, projects

<Evaluation and grading criteria>

*Note: explain relationship of requirements to grades that can be **earned** in the course, including method of calculation, any weighting, etc.; include discussion of homework, class participation, extra credit, or anything else that will affect grades; either here or in policy section, include policies on late assignments, missed quizzes or exams, absences, or tardiness in relation to grading. Explain the 1 grade and the circumstances under which you will award one. Explain your withdrawal policy and list the last date when a student may withdraw without your signature. If you only allow withdrawals after mid-term for specific reasons, list those. Please remind students that, if they are on financial aid, they must attend through at least 60% of the semester or they will owe all money received both back to the federal government and JCTC.*

<Policies and other information>

Note: at a minimum, the following must be included: information for students with disabilities, complaint/appeal process, a reference to the Student Code of Conduct which lists student and faculty rights and responsibilities, and—if not covered above—policies on absences and tardiness.

<Special accommodations for students>

Use the following statement and then include all the contact information or just that specific to your location:

Students Needing Special Accommodations:

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Access*Ability Resource Center (ARC) on the appropriate campus as soon as possible. Please DO NOT request accommodations directly from the professor or instructor. If you require assistance during an emergency evacuation, notify your instructor and the ARC.

Downtown, Technical, and Carrollton Campuses

Terri Martin—Director
Downtown Campus
VTI—Rm 111
(502) 213-2375
terrif.martin@kctcs.edu

Southwest, Shelby, and Bullitt County Campuses

Nancy Birkla—Disability Resource Manager
Southwest Campus
Student Community Building—Rm 103

(502) 213-7120
nancy.birkla@kctcs.edu

Students with Hearing Loss or Deafness

Students in need of accommodations related to a hearing loss or deafness should register with the Deaf & Hard of Hearing Services (DHHS) office within the ARC on the downtown campus. Services include interpreting, note taking, and provision of ALD devices. Contact

Venetia Lacy, Interpreter and Coordinator of DHHS
(502) 213-4218
venetia.lacy@kctcs.edu

<Complaint procedure>

Note: your policy should explain that JCTC students with a complaint are first expected to address it with the instructor. If the complaint cannot be resolved, the student should contact the appropriate department head or program coordinator [give name, phone number, and e-mail]. If the complaint still cannot be resolved, the student should contact the appropriate division chair [give name, phone number, and e-mail]. If the complaint cannot be resolved even at that level, the student should contact the appropriate academic dean or campus director [give name, phone number, and e-mail].

<Student Code of Conduct>

*Note: you should explain the general policy on cheating and plagiarism as well as the consequences that can be leveled for such offenses. **You should definitely include a link to the complete Code of Student Conduct:** <http://www.kctcs.edu/student/code.htm>. You may include additional policies on such things as cell phones, use of computers and calculators, food in the classroom, bringing children to class, leaving class early, and general expectations of behavior.*

<Attendance Policy> if not included above

*Note: there is no specific attendance policy mandated, but you **must** include one or note that you do not have one in your syllabus. **Please also note that you may NOT drop any student for non-attendance.** Do not list this as a possible consequence of non-attendance. Students may only be dropped for non-payment or as the result of a dean-level disciplinary action. **Whether or not you take or count attendance for your course, you MUST check attendees against your rosters at the beginning of the semester to ensure that all students attending are on the roster.***

<Other Information>

Note: give students specific location and contact information of additional resources that will help them be successful, e.g., tutoring, Writing Center, learning laboratories, etc.

<Non-discrimination Statement>

Use the following statement:

KCTCS is an equal opportunity employer and education institution.

Paychecks

Faculty are paid on the 15th and 30th of each month. Direct deposit is mandatory, and arrangements must be made in advance with the Human Resources Office, JEC 605 (DT Faculty), ADM 154-B (SW Faculty), Administration Office, Room 118 at Shelby County Campus, Bldg. B 100A (Tech Faculty) and at Carrolton Campus Administrative Office. Adjunct faculty will be paid after all completed paperwork is processed and in accordance with KCTCS payroll deadlines.

You can access PeopleSoft to view your paycheck. To access the sign-on page for PeopleSoft Self Service, use the following link: <https://employees.kctcs.edu>. Enter your Active Directory User ID (JDOExxxx) and password to sign in to PeopleSoft. Once signed in, click on "Employee Self Service," then "Options," then either "HR" or "Payroll" to access the self-service pages.

- **View Paycheck (Payroll)** - This page shows a "stub" of your last paycheck, including YTD totals and direct deposit information. There is also a link on this page to allow you to view previous pay stubs (View a different payment), however prior pay stubs do not contain YTD totals. When printing the pay stub, it may be necessary to increase the width of your margins in your browser to allow the pay stub to fit on a page. To do this, click on File, then Page Setup to adjust your margins.

If you should have any problems with your paychecks, you should contact:

Kathy Campbell	213-2190	Downtown and Carrollton Campus
Sharon Hall	213-7313	Bullitt County, Shelby County and Southwest Campus
Donna Miracle	213-4288	Technical Campus

Textbooks

Instructor's desk copies and accompanying instructional materials are available from your publisher, Academic Program Coordinator/Department Head, or Division Assistant. The books are provided for your use during each semester you teach. **Your textbooks and accompanying instructional materials must be returned at the end of each semester.** You are; however, free to mark in the books as you need to.

Keys

Adjunct faculty members are provided keys to their offices and common faculty areas such as mailrooms and copier rooms. Keys will be provided through your Division Assistant and must be returned at the end of each semester.

Office Space

Limited office space may be provided for adjunct faculty in various locations on each campus. Due to space constraints, private offices are generally not available. Check with your Academic Coordinator or Division Chair to obtain the location of available office space.

Office Hours

Full-time faculty members are expected to be in their offices and available to students two hours per week per class taught. While schedules and lack of office space may make this impossible for adjunct faculty, we ask you to make provisions for students to contact and/or meet you outside of class. **It is critical that you communicate this in writing in the syllabus.**

If you are Unable to Meet a Class

If illness or an emergency situation demands that you cancel a class, please notify your Division Assistant or campus contact person as soon as possible and specify the class number and section, the time, building, room, and assignments. Classes may not be cancelled for reasons other than emergencies, without consultation with the Academic Program Coordinator/Department Head or Division Chair.

Room Changes

Please consult with your Academic Program Coordinator/Department Head or Division Chair before making any classroom changes. If you plan to take the class to an activity on campus but away from the regular classroom, the staff in the Division Office should be notified. Plans for class trips away from campus must be coordinated with the APC/DH or DC.

Faculty Evaluation

All adjunct faculty members are required to participate in the student evaluation process each semester they teach at JCTC. Evaluation instructions are provided by each Division Assistant. These evaluations must be administered during the dates set by the college and according to the regulations specified. When the information has been tabulated (after the end of the semester), you will be asked to meet with your Academic Program Coordinator/Department Head or Division Chair to discuss student responses to the evaluation process.

Snow Schedule

Classes are seldom cancelled due to inclement weather. If conditions should warrant cancellation or delay of classes, **the information will be posted on the college's website**. In addition, announcements are made over major radio and television stations. For quickest access to information about delays or closing, sign up for SNAP at the college's web site (<http://www.jefferson.kctcs.edu>) and receive text, e-mail, and voice mail alerts.

Whatever time classes resume, students should go to the class that they are regularly scheduled to be attending at that time.

GRADING AND RECORDKEEPING POLICIES

Class Rosters

Each faculty member should print out a class roster on or before the first day of class from the Faculty Center in PeopleSoft. **If any students are attending classes but are not listed on the roster, they may not continue to attend class without written permission of the Admissions Office.** You will be asked to print out final rosters once your students who have not paid have been purged from the rolls. **Again, if anyone is attending your class but is not on the rolls, he or she should be directed to the Admissions Office.**

College Grading System

These are the **ONLY** grades to be used:

- A Represents exceptionally high achievement. It is valued at four grade points for each credit hour in non-remedial and non-developmental courses.
- AU Audit. It has no value in computing the grade point average.

- B** Represents high achievement. It is valued at three grade points for each credit hour in non-remedial and non-developmental courses.
- C** Represents satisfactory achievement. It is valued at two grade points for each credit hour in non-remedial and non-developmental courses.
- D** Represents the minimum achievement for credit. It is valued at one grade point for each credit hour in non-remedial and non-developmental courses.
- E** Represents unsatisfactory achievement and indicates failure in the course. It is valued at zero grade points and zero credit hours in non-remedial and non-developmental courses. Credit may only be obtained by repeating the entire course.
- F** Represents an unsatisfactory grade in a course taken on a Pass-Fail basis. The student who received a grade of F in a course shall not be eligible to continue into the next sequential course(s) and shall not be eligible for graduation providing the student has met all other graduation requirements. It has no value in computing the grade point average. Credit may only be obtained by repeating the entire course. This grade may be used for developmental courses.
- I** Incomplete – Means that part of the coursework remains unfinished. It shall be given only when there is a reasonable possibility that a passing grade will result from completing the work. The instructor shall not give an I grade when the reason for incompleteness is unsatisfactory.
- The instructor and student will discuss the requirements for completing the course with the time limit for completion not to exceed a maximum of two years; failure to do so will result in a change of grade from I to E.
- MP** The grade of MP (Making Progress) may be assigned only for developmental courses and means that the student has made significant progress but needs and deserves more time to achieve a passing grade. The student should re-enroll in the course in order to continue advancement to the level of competence set for the course. Grades may be earned following re-enrollment for developmental courses. The grade of MP has no value in computing grade point average.
- P** Represents a satisfactory grade in a course taken on a Pass/Fail basis. The student who receives a grade of P in a course shall be eligible to continue into the next sequential course(s). The grade of P may be assigned by the Community College Appeals Board in cases involving a violation of student academic rights. It has no value in computing the grade point average. This grade may be used for developmental courses.
- W** Represents a withdrawal from class without completing course requirements. A student may officially withdraw from any class up to and including the date of mid-term with a W grade. After the date of mid-term and through the last class of the semester or session, the student may officially request a W grade, which may be given at the discretion of the instructor.

Each instructor shall state on the first or second class meeting the factors to be used in determining the assignment of a W grade during the discretionary period. An instructor shall not assign a student a W grade for a class unless the student has officially withdrawn from that class in a manner prescribed by the College. The grade of W may be assigned by the Community & Technical College Appeals Board in cases involving a violation of student academic rights. It

may not be assigned to a student found guilty of an academic offense without permission of the instructor in whose class the offense occurred.

Final Grades

The final exam schedule is printed in the Schedule of Classes and posted on the college's website. All grades are to be posted on line in the Faculty Center in PeopleSoft. Grades should generally be posted within 48 hours after the final examination is given. Please turn in grades **on time**. Failure to turn grades in on time may be taken into consideration when decisions are made about rehiring adjunct faculty.

Final grades will be e-mailed to all students. Final grades **will not** be given out by Records Office staff, Division Secretaries, or any other college personnel. Under no circumstances may grades be posted (even in code) or given out via telephone, fax, or e-mail. Do not leave marked papers left for students to pick up since these are confidential.

Grade Books

Instructors are required to keep a grade book or other written record for each section taught. Grade books are available from your Division Assistant. Grade books or a written record of grades must be turned in at the end of each semester.

Withdrawal from Class

Students with academic and/or personal difficulties preventing achievement in class should be directed to "withdraw" officially in the Office of Student Affairs. (This eliminates the "E" failing grade at the semester's end.) Students may withdraw at their own discretion and receive a grade of "W" until mid-term (date found in Schedule of Classes) by turning in a withdrawal slip to the Records Office. They may also withdraw on-line. Students may withdraw after mid-term by obtaining their **instructor's signature** on a withdrawal slip. Instructors may decide whether they wish to sign withdrawal slips after mid-term, and if they do, they may set the last date they will sign them. After mid-term, instructors may also decide under what circumstances the grades of "W" will be assigned to those students who withdraw. Withdrawal policies need to be stated in all course syllabi. NOTE: Students **may not** withdraw from a class during final exam week or at any time after the end of coursework.

Incomplete Grade

Instructors may assign a grade of I (Incomplete) only under circumstances outlined in the above description of the college grading system. I's may be given only after consultation with and approval by the Division Chair. Specific instructions for giving I's and the form that must be completed to do so will accompany final grade instructions. The decision to give an I is at the instructor's discretion.

Repeat Option

Students may repeat a course to improve their grade. They should go to the Student Information Center for information.

Records Retention

Student tests, papers, and other assignments not returned must be kept on file for a minimum of one year.

Program, Division, and Faculty Meetings

Adjunct faculty are not required to attend regular program, division, and faculty meetings. We do, however, invite you to attend and welcome your participation and input. Notices of meeting dates and times should arrive in your mailboxes.

Professional Development Activities

Each semester, the College offers a wide variety of professional development workshops. Adjunct faculty are encouraged to take advantage of these workshops. At the beginning of the semester, all faculty members receive a list of the available workshops, along with registration forms.

INTRACAMPUS COMMUNICATIONS

Mail

Individual mailboxes are provided for every member of the faculty. Your Division Assistant will assign you a mailbox for the semester. You may pick up your mail in the division office. Check with your Division Assistant to see where your mailbox is located. It is essential that mail be picked up every time you are on campus. If you ask students to leave materials in your mailboxes, please instruct them to use your full name and department. Check with your APC or DC if you have questions.

Electronic Mail

KCTCS will be issuing e-mail accounts to adjunct faculty; however, these may not be available at the beginning of the semester. We will make you apprised when your account is activated.

If you do not have access to a computer or e-mail in your home, you may create an e-mail account on one of several internet e-mail services. You may use any computer with internet access to do this. The LIB on each JCTC campus has computers with free internet access.

Copyright and Computer Software Policies

Jefferson Community and Technical College supports and expects faculty, staff, mid-management and students to adhere to all copyright regulations for video, audio, printed materials, and computer software used at the College. If you have any questions, contact the distributor of the product AND obtain written permission BEFORE you distribute any materials or use the software.

STUDENT SUPPORT SERVICES

Counselors

Jefferson Community and Technical College offers free counseling services in career, personal, and academic areas. Downtown Campus students seeking counseling assistance may go to the Counseling Center located on the first floor of the VTI (LV) Building. Any Southwest Campus student may make an appointment with one of the counselors, who are located in each of the four classroom buildings. There are also counselors available at the Carrollton, Shelby County, and Technical Campuses. Bullitt County Campus students use the counseling services on the Southwest Campus.

Students with Disabilities

In compliance with the Americans with Disabilities Act (ADA), Jefferson Community and Technical College provides support and services for students with disabilities. Our disability coordinators are Teri Martin (213-2449) and Nancy Birkla (213-7120). These coordinators contact faculty members when students have special needs and assist instructors in developing means to meet these needs. If a student should make a disability known to you, please refer that student to the coordinator on your campus. (See also Course Syllabi section for information on how to address ADA issues in your syllabi.) Venita Lacy (213-4218) coordinates services for those with hearing loss or deafness.

Financial Aid

The college offers extensive financial aid counseling to students who are interested in assistance with educational costs. Please refer students who have questions concerning financial aid to the financial aid offices at the Downtown, Southwest, or Technical Campuses.

Veterans Affairs

This office provides assistance to students who qualify for VA benefits, including veterans, war orphans, widows, and dependents of veterans. All questions or problems associated with VA should be directed to Vanessa Dockery (213-2139) on the DT Campus.

Learning Resource Centers

The primary service of the libraries of Jefferson Community and Technical College is providing access to and training in the use of electronic research databases. One of these electronic databases, the computer catalog, allows students to find materials in non-electronic formats such as books in the JCTC libraries and in other libraries across the state. Many of these databases are available to students and faculty in their offices and homes.

The libraries also provide general use computer labs with the full range of software used in all JCTC programs. These labs are open to students approximately 70 hours per week.

The libraries operate a faculty reserve system through which instructors can make available course related materials for their students.

The libraries' staff welcomes opportunities to collaborate with faculty in designing library instruction tailored to the specific research goals of the instructor's students.

Bullitt County Campus Library

You may contact Sandra Smallwood at 502-213-7916, with any questions you have concerning the library.

Fall & Spring

Monday: 9:30 A.M. – 6:30 P.M.

Tuesday - Thursday: 9:30 A.M. – 7:30 P.M.

Friday: Closed

Carrollton Campus Library

You may contact Sandra Roberts, 1-800-853-3887 or 502-732-4846, with any questions you have concerning the library. The normal semester hours of operation for the LRC are:

Fall & Spring

Monday-Thursday 8:30 A.M. - 6:30 P.M.

Friday Closed

Saturday 9:00 A.M. - 2:00 P.M.

Downtown Campus Library

You may contact Sheree Williams (213-2156) with any questions you may have concerning the library. The normal semester hours of operation for the LRC are:

Fall & Spring

Monday - Thursday 7:30 A.M. - 9:00 P.M.

Friday	8:30 A.M. - 4:00 P.M.
Saturday	9:00 A.M. - 1:00 P.M.

Shelby County Campus Library

You may contact Anne Sabetta at 502-633-5524 ext. 33617 or 33618 if in Shelbyville, with any questions you have concerning the library.

Fall & Spring

Monday - Thursday: 8:00 A.M. – 7:30 P.M.
 Friday: 8:00 A.M. – 5:00 P.M.
 Saturday - Closed

Southwest Campus Library

You may contact Larry Rees (213-7210) or Rafe Johnson (213-7291) with any questions you may have concerning the library. The normal semester hours of operation for the LRC are:

Fall & Spring

Monday - Thursday	9:00 A.M. - 9:00 P.M.
Friday	9:00 A.M. - 2:30 P.M.
Saturday	10:00 A.M. - 2:00 P.M.

Technical Campus Library

You may contact Geneva Jewell at 502-213-4167 or Geneva.Jewell@kctcs.edu.

Fall & Spring

Monday – Thursday	9:00 A.M. – 5:00 P.M.
Friday	9:00 A.M. – 1:00 P.M.
Saturday	Closed

Learning Laboratories

The Writing Centers

The Writing Centers' personnel provide assistance to students with writing difficulties or those needing help with specific writing assignments. Students may also check out workbooks or other lab materials. Certain sections of ENG 101 have assigned Writing Center time as part of their course requirements. The Writing Centers are located on the Downtown Campus in SEM 133 East and on the Southwest Campus in Social Science 101.

The GEM (General Educational Microcomputer) Labs

These centers, located on the main floors of the LRC at both the DT and SW campuses, house microcomputers and software of varying types and capacities. They are available for use by classes or by individuals. Class visits should be arranged with LRC staff.

The Math and Natural Science Learning Labs

These labs contain audio, video, and computer assisted instruction programs for skills development in biology, chemistry, mathematics, and cognitive reasoning skills. Free tutoring in mathematics is conducted in the labs on a walk-in basis. The DT campus lab is located in HFD 505 and the SW campus lab is located in SCI 202.

Computer Labs

The labs are in the Business Building on the Southwest Campus and in rooms HFD 1110, VTI 213, VTI215, and VTI217 on the Downtown Campus with a variety of software programs available.

SUPPLIES AND SERVICES

Supplies such as grade books, pencils, markers, pens, paper, etc., are available in the division offices.

Secretarial Assistance

Typing and duplicating services are also available from the Division Assistants. The Division Assistants will expedite the flow of information and will be your main communication link with the College.

Depending on the size and policies of the division, division assistants may or may not be available to assist with typing and duplicating services. However, requests must be made well in advance of the time the material is needed. Please check with your division about its policies and the level of support available. Please note that the division assistants **will not** give any make-up exams or cover classes. Instructors and students must make other arrangements.

Bookstores

The Downtown Campus bookstore is located in the basement of the Hartford Building (HFD). The Southwest Campus bookstore is in the Student Community Building. The normal hours of operation are:

Downtown

Monday-Thursday	8:00 A.M. – 6:00 P.M.
Friday	8:00 A.M. – 4:00 P.M.
Saturday	9:00 A.M. – 2:00 P.M.

Southwest

Monday-Thursday	9:00 A.M. – 5:00 P.M.
Friday	9:00 A.M. – 12:00 P.M.
Saturday	Closed

The DT and SW bookstore hours are extended at the beginning and end of each semester.

Carrollton

The Carrollton Campus does not operate a bookstore on a full-time basis. Books are shipped to Carrollton from the Downtown Campus bookstore at the beginning of each semester and are available for sale during the first two weeks of the semester.

Shelby County

The Shelby County Campus does not operate a bookstore on a full-time basis. Books are shipped to the Shelby County Campus from the Downtown Campus bookstore at the beginning of each semester and are available for sale during the first two weeks of the semester.

Bullitt County

The Bullitt County Campus does not operate a bookstore on a full-time basis. Books are shipped to the Bullitt County Campus from the Downtown Campus bookstore at the beginning of each semester and are available for sale during the first two weeks of the semester.

Questions or concerns regarding textbooks should go through your Program Coordinator/Department Head.

PHYSICAL FACILITIES POLICIES AND PROCEDURES

Campus Security

If a security or emergency situation should arise, you should contact the Office of Campus Safety as soon as possible.

- On the **Downtown Campus**, dial 213-5000. If you get no answer, you may call the cell phone, 418-9051.
- On the **Southwest Campus**, dial 213-7301. If you get no answer, you may call the cell phone, 418-9221.
- On the **Technical Campus** contact the main office, the Office of Campus Safety at 418-9183, one of the counselors, or a member of the administrative/clerical staff.
- On the **Carrollton Campus**, emergency situations should be reported to the Business Office.
- On the **Shelby County Campus**, emergency situations should be reported to the main office.
- On the **Bullitt County Campus**, emergency situation should be reported to the campus administrator on duty.

Maintenance and Operations

Any questions or problems in this area should be directed to the Operations Superintendent through your Division Assistant. During the evening hours maintenance emergencies may be reported by calling the Office of Campus Safety on your campus.

First Aid

- On the **Downtown Campus**, emergencies, accidents, or injuries should be reported to the Office of Campus Safety.
- On the **Technical Campus** contact the main office, the Office of Campus Safety at 418-9183, one of the counselors, or a member of the administrative/clerical staff.
- On the **Southwest Campus**, contact the Office of Campus Safety at 213-7301, one of the counselors, or a member of the administrative/clerical staff.
- On the **Carrollton Campus**, contact the main office or a member of the administrative/clerical staff
- On the **Shelby County Campus**, contact the main office or a member of the administrative/clerical staff. First Aid kits are located in each classroom building in the faculty office suites.
- On the **Bullitt County Campus**, contact the administrator on duty. First Aid is located in clearly marked areas at the campus facility.
- At **U o fL**, contact Campus Safety at 852-6111.

Smoking

All Jefferson Community and Technical College buildings are smoke free.

Parking

Downtown Campus parking is a challenge. Allow plenty of time, prior to your class, to find a spot in the faculty lot. There is no charge for faculty or staff parking. To use the campus lots, your vehicle must be registered with the Office of Campus Safety, who will issue you a parking permit to be displayed on your rear-view mirror. Ask your Division Assistant for a form to apply for a parking permit. **All parking permits must be returned to your Division Assistant at the end of each semester.**

Southwest Campus parking, with a permit, is provided on the lot on your right as you enter the campus. The parking permit may be obtained through your Division Assistant or through the Office of Campus Safety, which is located in the Student Community Building. **All parking permits must be returned to your Division Assistant at the end of each semester.**

Carrollton Campus faculty may park in the lot directly across the street from the campus.

Technical Campus parking, with a permit, is provided on the faculty lot at Building B and the lot at the east side on Building B and on the lot at the south side of Building A. The parking permit may be obtained through your Division Assistant or through the Office of Campus Safety, which is located in the 1st floor front office area of Building A. **All parking permits must be returned to your Division Assistant at the end of each semester.**

Shelby County Campus faculty may park in the main lot.

Bullitt County Campus faculty may park in the main lot.

Cafeteria

The cafeteria on the **Downtown Campus** is located in the basement of the VTI Building. Vending machines are also available in the lobby of the HFD Building and the second floor of the VTI Building. The cafeteria on the **Southwest Campus** is located in the Student Community Building. Vending machines are available in each of the classroom buildings. Vending machines are also available in both buildings at the **Technical Campus**. Vending machines are also available on the first and second floors of the **Carrollton Campus**. At the **Shelby County Campus** and the **Bullitt County Campus**, see the main office for information.

ELECTRONIC RESOURCES INSTRUCTION SHEETS

Copying Courses in Blackboard

1. Control Panel of your origin course > Export Course (from Course Options pane)
2. Use the check boxes to choose the part(s) of the course you need to copy.
3. Submit.
4. Right-click atop the link on the resulting download page.
5. Save Target As...
6. Save the .ZIP export file to your computer desktop.
7. Go to Control Panel of your destination course > Import Package (from Course Options pane)
8. Browse.
9. Find the .ZIP file on your desktop.
10. Double click the file or select and click OPEN.
11. Submit.
12. When Import is done you will get a receipt.

Entering Grades in the Faculty Center

The grade rosters are generated approximately mid-term each term. The roster must be created before you will be able to enter any grades. Once created, grades may be entered using the grade roster in the

Curriculum Management area or through the Faculty Center. If the grade roster has not yet been created, you must follow the instructions in the *Entering Grades in Curriculum Management Grade Roster* section to generate the roster. To enter grades into the grade roster in the Faculty Center, follow the instructions within this section.

To enter grades within the Faculty Center, follow these steps:


1. The **Faculty Center** should display the **My Schedule** page as soon as you login to PeopleSoft. *If it does not you may navigate to it by selecting **Main Menu, Self Service, Faculty Center, My Schedule**.*

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
MA 109-2510 (82694)	College Algebra (Lecture)	17	TuTh 9:00AM - 10:15AM	Elizabethtown Comm/Tech Colleg	Jan 11, 2010- May 8, 2010
MA 109-2511 (82695)	College Algebra (Lecture)	21	TuTh 10:30AM - 11:45AM	Elizabethtown Comm/Tech Colleg	Jan 11, 2010- May 8, 2010
MT 55-2501 (82495)	Pre-Algebra (Lecture)	5	MoWeFr 8:35AM - 9:25AM	Elizabethtown Comm/Tech	Jan 11, 2010- May 8, 2010

2. The **Faculty Center** home page will display information such as your classes, meeting times, class dates, and enrolled students for the selected term.



To change the term, click the **Change Term** button and select the preferred Term and click **Continue** to view classes for that term.

3. Each class should have three icons displayed to the left of the class link. Each icon represents a roster for that particular class. The icon legend at the top of the page identifies each icon.
4. To view the grade roster for a class, click on the **Grade Roster**  icon.

ORACLE®

Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster | no show/last date of attendance

Grade Roster

[View FERPA Statement](#)

Spring 2010 | Regular Academic Session | KCTCS | Undergraduate

MA 109 - 2510 (82694) [change class](#)

College Algebra (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA	Robert L Harris	01/11/2010 - 05/08/2010

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Ready for Review [save](#)

Student Grade | Transcript Note

5. Scroll down to view students on the roster.

ORACLE®

Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Not Reviewed [save](#)


ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1 001559394	Dauterive, William			GRD	Humanities - Associate in Arts	Sophomore
2 001900324	Dooley, Stuart			GRD	Undecided - Undecided	Freshman
3 001529609	Gribble, Dale			GRD	Social & Behavioral Science - Education	Freshman
4 001844087	Grund, Debbie			GRD	Social & Behavioral Science - Criminal Justice	Sophomore
5 001861177	Hill, Hank			GRD	Engineering Technology - Information Technology	Freshman
6 001763434	Jenkins, Bob			GRD	Humanities - English Language & Literature	Freshman
7 001825520	Moss, Carl			GRD	Undecided - Undecided	Freshman
8 001873308	Pratley, Lane			GRD	Social & Behavioral Science - Social Work	Sophomore
9 001312765	Richards, Ann			GRD	Business - Business Administration	Sophomore
10 001778393	Smith, Jack			GRD	Undecided - Undecided	Sophomore

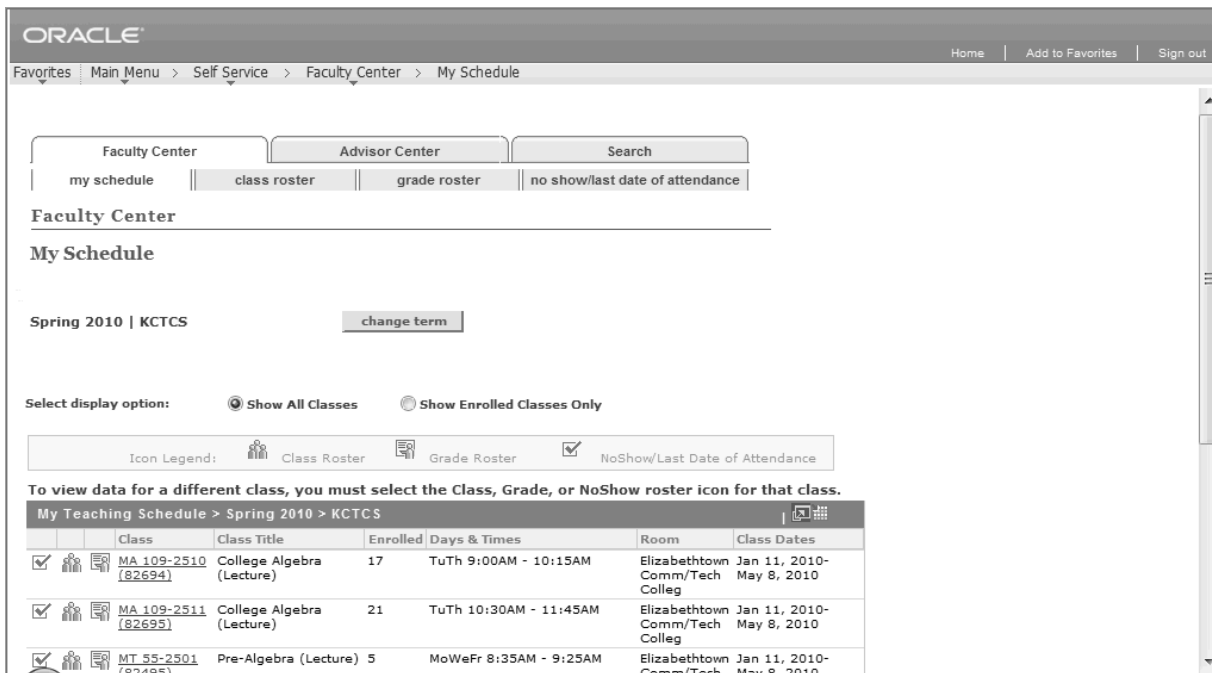
Student Grade | Transcript Note

6. Complete the **Grade Roster** page according to the following instructions:







- The **Grade Roster Type** will default as **Final Grade**. *Do not change.*
- The **Approval Status** will default as **Not Reviewed**. Do not change. Once all grades have been entered and you are ready to post the roster, you will change the status.
- If some students are already graded, you may select the **Display Unassigned Roster Grade Only** checkbox to view only students without grades.

- To enter grades, select the preferred **Roster Grade** for the student. *If you want to assign the same grade to several students at once, you may check the checkbox for those students, select the grade from the drop down box on the bottom left of the roster, and click the **add this grade to selected students** button to assign the grade.*
- Once all grades have been entered, change the **Approval Status** from **Not Reviewed** to **Approved** and click the **Post** button to save the grades and post to the students' transcripts. *The **Post** button will only appear once you have entered all grades and have selected **Approved** from the **Approval Status** drop down box.*
- If you have not entered all grades or have not been granted access to post grades, click the **Save** button to save the grade roster. *This will not post the grades to the students' records, but will save the grades to the grade roster page.*
- You cannot partially post the grade roster from the Faculty Center. *If you wish to post a partial grade roster, you must use the grade roster under the **Curriculum Management** menu instead of the Faculty Center using the instructions in the **Grades** chapter of this manual.*

7. To view a different grade roster, click the **Change Class** button to return to the **My Schedule** page and click on the **Grade Roster**  icon for a different class to view that roster.



The screenshot shows the Oracle Faculty Center interface. At the top, there are navigation links: Home, Add to Favorites, and Sign out. Below that, there are tabs for Faculty Center, Advisor Center, and Search. Under Faculty Center, there are sub-tabs: my schedule, class roster, grade roster, and no show/last date of attendance. The main content area is titled "My Schedule" and shows "Spring 2010 | KCTCS" with a "change term" button. Below this, there are radio buttons for "Show All Classes" (selected) and "Show Enrolled Classes Only". There is also a checkbox for "NoShow/Last Date of Attendance" which is checked. An "Icon Legend" shows icons for Class Roster, Grade Roster, and NoShow/Last Date of Attendance. A message states: "To view data for a different class, you must select the Class, Grade, or NoShow roster icon for that class." Below this is a table titled "My Teaching Schedule > Spring 2010 > KCTCS".

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<input checked="" type="checkbox"/>	  MA 109-2510 (82694)	College Algebra (Lecture)	17	TuTh 9:00AM - 10:15AM	Elizabethtown Comm/Tech Colleg	Jan 11, 2010- May 8, 2010
<input checked="" type="checkbox"/>	  MA 109-2511 (82695)	College Algebra (Lecture)	21	TuTh 10:30AM - 11:45AM	Elizabethtown Comm/Tech Colleg	Jan 11, 2010- May 8, 2010
<input checked="" type="checkbox"/>	  MT 55-2501 (82495)	Pre-Algebra (Lecture)	5	MoWeFr 8:35AM - 9:25AM	Elizabethtown Comm/Tech	Jan 11, 2010- May 8, 2010

8. You may generate emails to students from the grade roster using three options listed below. All options open an email notification page addressed to the instructor with the students blind copied (BCC). This prevents the students from seeing other student email addresses. You simply create your message and click the **Send Notification** button to send the email.
- To email an individual student, click the **Name** link for that student.
 - To email multiple students, select the **Notify** checkbox for the desired students and click the

Notify Selected Students button.

- To send an email to all students, click the **Notify All Students** button.



All active students should have a KCTCS email address within PeopleSoft. However, if any student does not have an active email address, the following will occur:

- When selecting multiple students, any students without an email address will not have a checkbox beside his/her name and cannot be selected.
- If the **Notify All Students** button is selected, any students without an email address will be displayed on a **Students without Email Address** screen. You may click the **Continue** button to continue sending an email to the rest of the students or click the **Cancel** button to return to the previous page.

Viewing Classes and Rosters Through the Faculty Center

The main page of the Faculty Center will allow you to quickly view information such as your assigned classes, meeting times, and weekly schedule. In addition, you will be able to access all of the various rosters for each class.

To view class information, follow these steps:

1. The **Faculty Center** should display the **My Schedule** page as soon as you login to PeopleSoft. If it does not you may navigate to it by selecting **Main Menu, Self Service, Faculty Center, My Schedule**.

ORACLE®

Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster | no show/last date of attendance

Faculty Center

My Schedule

Spring 2010 | KCTCS

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster NoShow/Last Date of Attendance

To view data for a different class, you must select the Class, Grade, or NoShow roster icon for that class.

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<input checked="" type="checkbox"/>	MA 109-2510 (82694)	College Algebra (Lecture)	17	TuTh 9:00AM - 10:15AM	Elizabethtown Comm/Tech Colleg	Jan 11, 2010- May 8, 2010
<input checked="" type="checkbox"/>	MA 109-2511 (82695)	College Algebra (Lecture)	21	TuTh 10:30AM - 11:45AM	Elizabethtown Comm/Tech Colleg	Jan 11, 2010- May 8, 2010
<input checked="" type="checkbox"/>	MT 55-2501 (82495)	Pre-Algebra (Lecture)	5	MoWeFr 8:35AM - 9:25AM	Elizabethtown Comm/Tech	Jan 11, 2010- May 8, 2010

2. The **Faculty Center** home page will display information such as your classes, meeting times, class dates, and enrolled students for the selected term.



To change the term, click the **Change Term** button and select the preferred Term and click **Continue** to view classes for that term.

- The **Show all classes** radio button will show all your scheduled classes for the selected term. *You may instead select the **Show Enrolled Classes Only** radio button to view only classes with students enrolled.*
- Click on the link under the **Class** column to see the details of that class. *The link will include the Course and section number with the class number in parenthesis.*
- To view your weekly schedule, select the **View My Weekly Teaching Schedule** link.

The screenshot shows the Oracle Faculty Center interface. At the top, there are navigation links: Home, Add to Favorites, and Sign out. Below that, there are tabs for Faculty Center, Advisor Center, and Search. Under Faculty Center, there are links for my schedule, class roster, grade roster, and no show/last date of attendance. The main heading is 'View My Weekly Schedule' with a 'View FERPA Statement' link. Below this, there are navigation buttons for '<< previous week', 'Week of 1/11/2010 - 1/17/2010', and 'next week >>'. There are also input fields for 'Show Week of' (01/11/2010), 'Start Time' (8:00AM), 'End Time' (6:00PM), and a 'refresh calendar' button. The schedule table below shows the following classes:

Time	Monday Jan 11	Tuesday Jan 12	Wednesday Jan 13	Thursday Jan 14	Friday Jan 15
8:00AM	MT 55 - 2501 Lecture 8:35AM - 9:25AM Academic Technical Building 152		MT 55 - 2501 Lecture 8:35AM - 9:25AM Academic Technical Building 152		MT 55 - 2501 Lecture 8:35AM - 9:25AM Academic Technical Building
9:00AM		MA 109 - 2510 Lecture 9:00AM - 10:15AM Academic Technical Building 101		MA 109 - 2510 Lecture 9:00AM - 10:15AM Academic Technical Building 101	
		MA 109 - 2510 Lecture 9:00AM - 10:15AM Academic Technical Building 101		MA 109 - 2510 Lecture 9:00AM - 10:15AM Academic Technical Building 101	

3. The **View My Weekly Schedule** page will show your schedule for the date displayed in the **Show Week of** field.

- To change the date, enter a new date in the **Show Week of** field and click the **Refresh Calendar** button. *You may also use the **Previous Week** and **Next Week** buttons to navigate to different weeks of classes.*
- To view only classes in a specific time range, enter a new **Start Time** and **End Time** and click the **Refresh Calendar** button.

ORACLE® Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster | no show/last date of attendance

Faculty Center

View My Weekly Schedule [View FERPA Statement](#)

<< previous week | Week of 1/11/2010 - 1/17/2010 | next week >>

Show Week of 01/11/2010 Start Time 8:00AM End Time 10:00AM [refresh calendar](#)

Time	Monday Jan 11	Tuesday Jan 12	Wednesday Jan 13	Thursday Jan 14	Friday Jan 15
8:00AM	MT 55 - 2501 Lecture		MT 55 - 2501 Lecture		MT 55 - 2501 Lecture
9:00AM	8:35AM - 9:25AM Academic Technical Building 152	MA 109 - 2510 Lecture	8:35AM - 9:25AM Academic Technical Building 152	MA 109 - 2510 Lecture	8:35AM - 9:25AM Academic Technical Building
10:00AM		9:00AM - 10:15AM Academic Technical Building 101		9:00AM - 10:15AM Academic Technical Building 101	

Display Options

- To view additional options, scroll to the bottom of the page.

ORACLE® Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Show Week of 01/11/2010 Start Time 8:00AM End Time 10:00AM [refresh calendar](#)

Time	Monday Jan 11	Tuesday Jan 12	Wednesday Jan 13	Thursday Jan 14	Friday Jan 15
8:00AM	MT 55 - 2501 Lecture		MT 55 - 2501 Lecture		MT 55 - 2501 Lecture
9:00AM	8:35AM - 9:25AM Academic Technical Building 152	MA 109 - 2510 Lecture	8:35AM - 9:25AM Academic Technical Building 152	MA 109 - 2510 Lecture	8:35AM - 9:25AM Academic Technical Building
10:00AM		9:00AM - 10:15AM Academic Technical Building 101		9:00AM - 10:15AM Academic Technical Building 101	

Display Options

Show AM/PM
 Monday
 Thursday
 Show Class Title
 Tuesday
 Friday
 Sunday
[refresh calendar](#)
 Show Instructor Role
 Wednesday
 Saturday

[Return to Faculty Center](#) [Printer](#)

Faculty Center | Advisor Center | Search

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#) | [No Show/last Date Of Attendance](#)

- Check or uncheck any checkboxes and click the **Refresh Calendar** button to modify the calendar view.
- Click the **Printer Friendly Page** link.

ORACLE®

Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Weekly Schedule

1, 2010 - January 17, 2010

Monday Jan 11	Tuesday Jan 12	Wednesday Jan 13	Thursday Jan 14	Friday Jan 15	Saturday Jan 16	Sunday Jan 17
MT 55 - 2501 Lecture 8:35AM - 9:25AM Academic Technical Building 152	MA 109 - 2510 Lecture 9:00AM - 10:15AM Academic Technical Building 101	MT 55 - 2501 Lecture 8:35AM - 9:25AM Academic Technical Building 152	MA 109 - 2510 Lecture 9:00AM - 10:15AM Academic Technical Building 101	MT 55 - 2501 Lecture 8:35AM - 9:25AM Academic Technical Building 152		
	MA 109 - 2510 Lecture 9:00AM - 10:15AM Academic Technical Building 101		MA 109 - 2510 Lecture 9:00AM - 10:15AM Academic Technical Building 101			
	MA 109 - 2511 Lecture 10:30AM - 11:45AM Academic Technical Building 101		MA 109 - 2511 Lecture 10:30AM - 11:45AM Academic Technical Building 101			
MT 55 - 2502 Lecture 11:50AM - 12:40PM Academic Technical Building 152	MA 109 - 2511 Lecture 10:30AM - 11:45AM Academic Technical Building 101	MT 55 - 2502 Lecture 11:50AM - 12:40PM Academic Technical Building 152	MA 109 - 2511 Lecture 10:30AM - 11:45AM Academic Technical Building 101	MT 55 - 2502 Lecture 11:50AM - 12:40PM Academic Technical Building 152		
MT 55 - 2502 Lecture 11:50AM - 12:40PM Academic Technical Building 152		MT 55 - 2502 Lecture 11:50AM - 12:40PM Academic Technical Building 152		MT 55 - 2502 Lecture 11:50AM - 12:40PM Academic Technical Building 152		
MT 115 - 2501 Lecture		MT 115 - 2501 Lecture		MT 115 - 2501 Lecture		

- The schedule displays in a printer friendly format. Print the schedule using the Printer icon in Internet Explorer to print the schedule.
- Click the [Return to View My Weekly Schedule](#) link. *This link is in the lower right area of your screen.*

ORACLE®

Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster | no show/last date of attendance

Faculty Center

View My Weekly Schedule

[View FERPA Statement](#)

<< previous week | Week of 1/11/2010 - 1/17/2010 | next week >>

Show Week of 01/11/2010 Start Time 8:00AM End Time 10:00PM [refresh calendar](#)

Time	Monday Jan 11	Tuesday Jan 12	Wednesday Jan 13	Thursday Jan 14	Friday Jan 15
8:00AM	MT 55 - 2501 Lecture 8:35AM - 9:25AM Academic Technical Building 152	MA 109 - 2510 Lecture 9:00AM - 10:15AM Academic Technical Building 101	MT 55 - 2501 Lecture 8:35AM - 9:25AM Academic Technical Building 152	MA 109 - 2510 Lecture 9:00AM - 10:15AM Academic Technical Building 101	MT 55 - 2501 Lecture 8:35AM - 9:25AM Academic Technical Building 152
9:00AM		MA 109 - 2510 Lecture 9:00AM - 10:15AM Academic Technical Building 101		MA 109 - 2510 Lecture 9:00AM - 10:15AM Academic Technical Building 101	

- Click the [Return to Faculty Center](#) link.

ORACLE®

Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster | no show/last date of attendance

Faculty Center

My Schedule

Spring 2010 | KCTCS [change term](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster NoShow/Last Date of Attendance

To view data for a different class, you must select the Class, Grade, or NoShow roster icon for that class.

My Teaching Schedule > Spring 2010 > KCTCS

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<input checked="" type="checkbox"/>	MA 109-2510 (82694)	College Algebra (Lecture)	17	TuTh 9:00AM - 10:15AM	Elizabethtown	Jan 11, 2010- Comm/Tech May 8, 2010 Colleg
<input checked="" type="checkbox"/>	MA 109-2511 (82695)	College Algebra (Lecture)	21	TuTh 10:30AM - 11:45AM	Elizabethtown	Jan 11, 2010- Comm/Tech May 8, 2010 Colleg
<input checked="" type="checkbox"/>	MT 55-2501 (82495)	Pre-Algebra (Lecture)	5	MoWeFr 8:35AM - 9:25AM	Elizabethtown	Jan 11, 2010- Comm/Tech May 8, 2010

4. Each class should have three icons displayed to the left of the class link. Each icon represents a roster for that particular class. The icon legend at the top of the page identifies each icon.

5. To view the class roster, click on the **Class Roster** icon for a particular class.

ORACLE®

Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster | no show/last date of attendance

Class Roster

[View FERPA Statement](#)

Spring 2010 | Regular Academic Session | KCTCS | Undergraduate

▼ [MA 109 - 2510 \(82694\)](#) [change class](#)

College Algebra (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA	Robert L Harris	01/11/2010 - 05/08/2010

*Enrollment Status:

Enrollment Capacity 35 Enrolled 10

Enrolled Students [Find](#) First [1](#) - 10 of 10 [Last](#)

ID	Name	Grade Basis	Units	Program and Plan	Level
1 001962009	Dauterive, William	Graded	3.00	Business - General Business	Freshman

6. Scroll down to view additional information.

ORACLE®

Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Enrollment Capacity 35 Enrolled 10

Enrolled Students Find | | First 1-10 of 10 Last

	Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>	001962009	Dauterive, William	Graded	3.00	Business - General Business	Freshman
2	<input type="checkbox"/>	001962010	Dooley, Stuart	Graded	3.00	Business - General Business	Freshman
3	<input type="checkbox"/>	001962011	Gribble, Dale	Graded	3.00	Business - General Business	Freshman
4	<input type="checkbox"/>	001962012	Grund, Debbie	Graded	3.00	Business - General Business	Freshman
5	<input type="checkbox"/>	001962013	Hill, Hank	Graded	3.00	Business - General Business	Freshman
6	<input type="checkbox"/>	001962014	Jenkins, Bob	Graded	3.00	Business - General Business	Freshman
7		001962015	Moss, Carl	Graded	3.00	Business - General Business	Freshman
8		001962016	Pratley, Lane	Graded	3.00	Business - General Business	Freshman
9	<input type="checkbox"/>	001962017	Richards, Ann	Graded	3.00	Business - General Business	Freshman
10	<input type="checkbox"/>	001962018	Smith, Jack	Graded	3.00	Business - General Business	Freshman

Select All Clear All [Printer Friendly Version](#)


7. The **Class Roster** page will display a list of the enrolled students in the class. Review the page as necessary.
- To view dropped or waitlisted students, select the preferred **Enrollment Status**.
 - The **Printer Friendly Version** button will change the display so that it will be easier to read once printed out. *Once displayed, select **File, Print** or click the **Print** icon in Internet Explorer to print the roster.*
8. You may generate emails to students using three options listed below. All options open an email notification page addressed to the instructor with the students blind copied (BCC). This prevents the students from seeing other student email addresses. You simply create your message and click the **Send Notification** button to send the email.
- To email an individual student, click the **Name** link for that student.
 - To email multiple students, select the **Notify** checkbox for the desired students and click the **Notify Selected Students** button.
 - To send an email to all students, click the **Notify All Students** button.

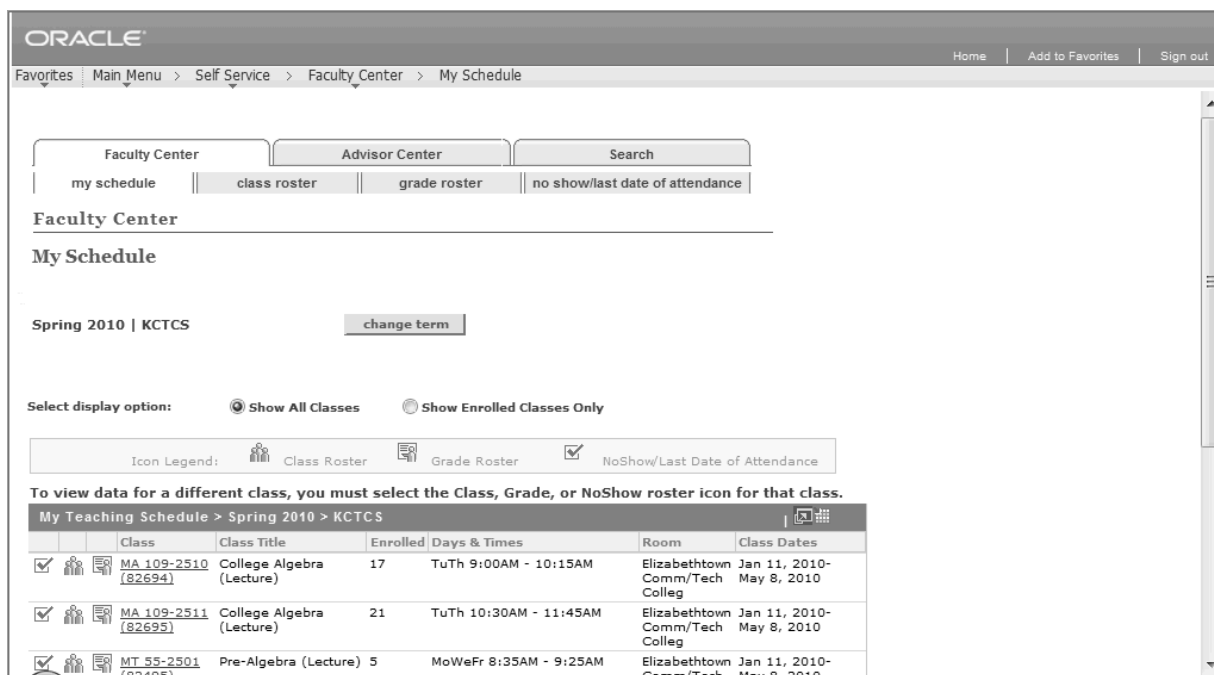


All active students should have a KCTCS email address within PeopleSoft. However, if any student does not have an active email address, the following will occur:

- When selecting multiple students, any students without an email address will not have a checkbox beside his/her name and cannot be selected.
- If the **Notify All Students** button is selected, any students without an email address will be displayed on a **Students without Email Address** screen. You may click the **Continue** button to continue sending an email to the rest of the students or click the **Cancel** button


to return to the previous page.

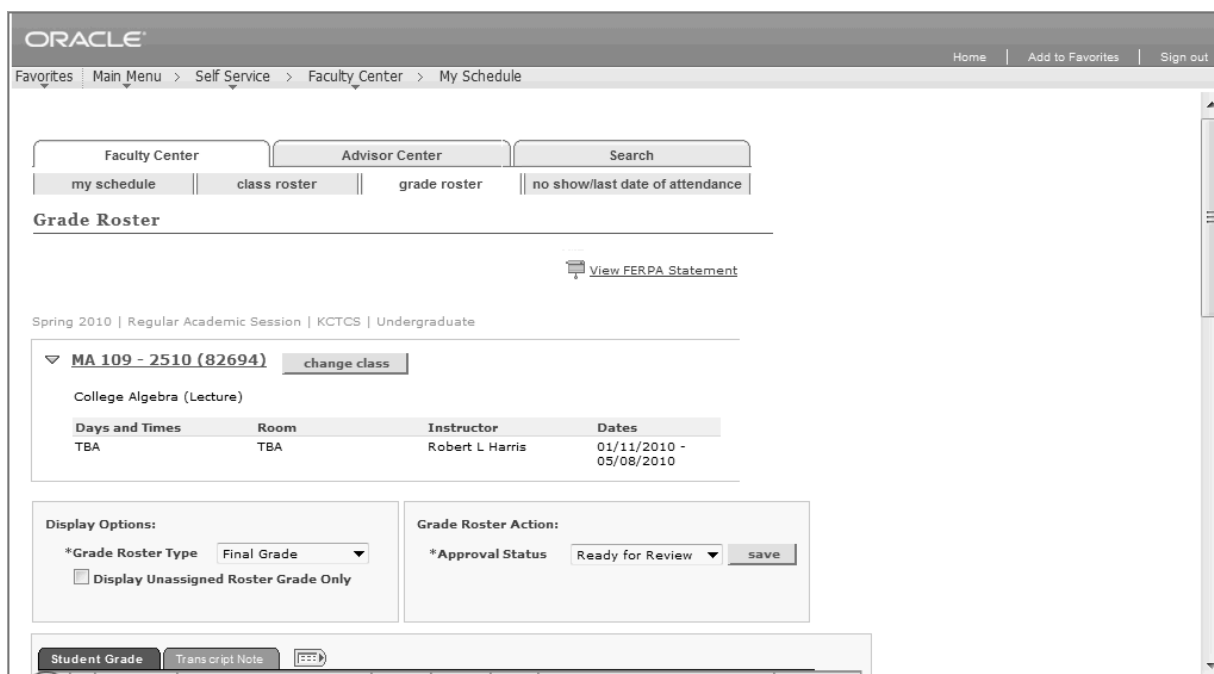
9. To view a different class roster, click the **Change Class** button to return to the **My Schedule** page and click on the **Class Roster**  icon for a different class to view that roster.



The screenshot shows the Oracle My Schedule page. At the top, there are navigation links: Home, Add to Favorites, and Sign out. Below that, there are tabs for Faculty Center, Advisor Center, and Search. Under Faculty Center, there are buttons for my schedule, class roster, grade roster, and no show/last date of attendance. The main heading is "Faculty Center" followed by "My Schedule". Below that, it says "Spring 2010 | KCTCS" with a "change term" button. There are radio buttons for "Show All Classes" (selected) and "Show Enrolled Classes Only". An "Icon Legend" shows icons for Class Roster, Grade Roster, and NoShow/Last Date of Attendance. A note says "To view data for a different class, you must select the Class, Grade, or NoShow roster icon for that class." Below this is a table titled "My Teaching Schedule > Spring 2010 > KCTCS".

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<input checked="" type="checkbox"/>	MA 109-2510 (82694)	College Algebra (Lecture)	17	TuTh 9:00AM - 10:15AM	Elizabethtown Comm/Tech Colleg	Jan 11, 2010- May 8, 2010
<input checked="" type="checkbox"/>	MA 109-2511 (82695)	College Algebra (Lecture)	21	TuTh 10:30AM - 11:45AM	Elizabethtown Comm/Tech Colleg	Jan 11, 2010- May 8, 2010
<input checked="" type="checkbox"/>	MT 55-2501 (82495)	Pre-Algebra (Lecture)	5	MoWeFr 8:35AM - 9:25AM	Elizabethtown Comm/Tech	Jan 11, 2010- May 8, 2010

10. To view the grade roster for a class, click on the **Grade Roster**  icon.



The screenshot shows the Oracle My Schedule page with the "Grade Roster" view selected. At the top, there are navigation links: Home, Add to Favorites, and Sign out. Below that, there are tabs for Faculty Center, Advisor Center, and Search. Under Faculty Center, there are buttons for my schedule, class roster, grade roster, and no show/last date of attendance. The main heading is "Faculty Center" followed by "Grade Roster". Below that, there is a "View FERPA Statement" link. The page shows "Spring 2010 | Regular Academic Session | KCTCS | Undergraduate". A dropdown menu shows "MA 109 - 2510 (82694)" with a "change class" button. Below that, it says "College Algebra (Lecture)". There is a table with columns: Days and Times, Room, Instructor, and Dates.

Days and Times	Room	Instructor	Dates
TBA	TBA	Robert L Harris	01/11/2010 - 05/08/2010

Below the table, there are "Display Options" and "Grade Roster Action" sections. "Display Options" includes a dropdown for "*Grade Roster Type" set to "Final Grade" and a checkbox for "Display Unassigned Roster Grade Only". "Grade Roster Action" includes a dropdown for "*Approval Status" set to "Ready for Review" and a "save" button. At the bottom, there are buttons for "Student Grade" and "Transcript Note".

11. Scroll down to view students on the roster.

ORACLE

Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Display Options:
 *Grade Roster Type: Final Grade
 Display Unassigned Roster Grade Only

Grade Roster Action:
 *Approval Status: Not Reviewed

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1 001559394	Dauterive, William			GRD	Humanities - Associate in Arts	Sophomore
2 001900324	Dooley, Stuart			GRD	Undecided - Undecided	Freshman
3 001529609	Gribble, Dale			GRD	Social & Behavioral Science - Education	Freshman
4 001844087	Grund, Debbie			GRD	Social & Behavioral Science - Criminal Justice	Sophomore
5 001861177	Hill, Hank			GRD	Engineering Technology - Information Technology	Freshman
6 001763434	Jenkins, Bob			GRD	Humanities - English Language & Literature	Freshman
7 001825520	Moss, Carl			GRD	Undecided - Undecided	Freshman
8 001873308	Pratley, Lane			GRD	Social & Behavioral Science - Social Work	Sophomore
9 001312765	Richards, Ann			GRD	Business - Business Administration	Sophomore
10 001778393	Smith, Jack			GRD	Undecided - Undecided	Sophomore

Getting Started in Bb 9

Creating a class portal

The first page--

1. Before you log into a specific class, you can set the modules that appear on your home page by clicking .

My Places | Home | Help | Logout

eCourses | eCommunity | eContent Collection | eResources | eLibrary | Help | System Admin

Tools

- Announcements
- Calendar
- Tasks
- View Grades
- Send Email
- User Directory
- Address Book
- Personal Information
- Blackboard Sync
- Blackboard Sync
- Blackboard Sync
- Blackboard Sync

Quick Links

- Peoplesoft HR, Payroll and Grades.
- Webmail Student and faculty email system.

Course List

Courses you are teaching:

- JFCSW_4094_OST_110_5701_41324: OST 110: Doc. Format. & Word Proc. (4094_5701) (unavailable)
- JFCSW_4094_OST_110_5721_41356: OST 110: Doc. Format. & Word Proc. (4094_5721) (unavailable)
- JFCSW_4094_OST_235_5721_41372: OST 235: Business Comm. Technology (4094_5721) (unavailable)

ALERTS!

Printing the Performance Dashboard:

With the recent upgrade of Blackboard Academic Suite, the Blackboard Performance Dashboard will no longer show more than 15 days of activity. Beginning May 21, 2007 and forward, the Performance Dashboard will hold information as designed. The Course Statistics will still only hold 15 days.

Important: Even though the Performance Dashboard currently holds all the information, instructors are advised to continue to keep personal records of these courses. To do so, you can print the Performance


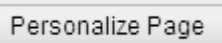
eLearning System Announcements

STUDENTS - Here are two important steps to improve the functionality of the Blackboard test-taking environment:

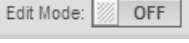











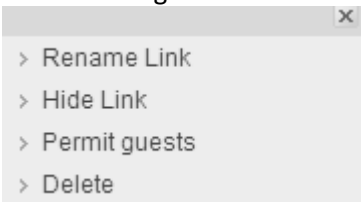
- We highly recommend using a [Certified or Compatible browser](#).
- Do not use Google Chrome.** We've found you may not be able to edit essay answers.
- Turn off the Visual Text Box Editor in Blackboard before beginning your test: go to My eCourses > Personal Information > Set Visual Text Box Editor Options > check "Unavailable". [Click here for more test-taking tips](#)

Welcome! Thank you for choosing KCTCS! If your Blackboard class shows "unavailable" when you log into Blackboard, the class has not begun - please check start date. Your instructor will change the class to "available" when the start date arrives. If the official start date of the class has been reached and the course still says "unavailable," you will need to email your instructor to find out when the course will be opened.


2. Control the displayed classes using the Course list tool bar. The allows you to see the entire list; the closes the entire list.

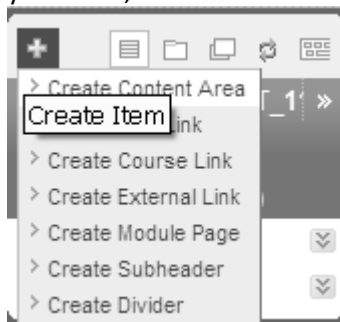
	
3.	 is used to personalize the color scheme for the courses.


Organizing my class

1.	Click one of the courses in your course list.
2.	Click  on the right side of the page. This causes the icon to change to  . When you are in the Edit Mode: Off mode, you see the screen as students are able to view it; in the Edit Mode: On mode, you are able to make changes to the screen.
3.	Once you are in the  mode, the  toolbar appears on the left side of the screen. <ul style="list-style-type: none"> ✓  allows you to add items to the menu. ✓  allows you to view the menu items in a list format. ✓  allows you to view the menu items in a folder format. ✓  allows you to separate the menu area from the docked position. ✓  refreshes the screen. ✓  allows you to reorder the menu with keyboard strokes. ✓  allows you to move the order of the menu item by dragging and dropping.
4.	 on the right side of the menu item allows for changes to the menu item, such as: 
5.	Right side of screen displays the selected menu item.
6.	Before adding too many buttons, you should decide the various levels of organization that you want to include. Try to include only broad categories for your first level buttons. You can create folders inside of each button to further organize your work. Don't create too many buttons; the page becomes cluttered and cumbersome to the students.

Designing the class portal by creating buttons/folders

1. Once you have decided upon the first-level buttons that you want to include on the main page for your class, click the  to display the options for your buttons.



Create Content Area lets you create what the contents would include. For example, the menu item  is a content area.

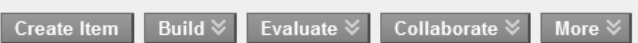

Create Course Link—lets you create a link to another item in the course.


Create External Link—lets you link web pages.

Create Module Page—self explanatory.

Create Subheader—self explanatory.

Create Divider—divider line to separate components.

2. Once you click the button/menu item, the right side of the page displays the contents within the button/menu item, and the  bar appears.  --creates a stand alone item. You can write a lecture, upload documents, PowerPoint presentations, Excel worksheets, etc.

 --lets you build the following items:



- > Create Folder
- > Create External Link
- > Create Course Link
- > Create Learning Module
- > Create Syllabus
- > Create Module Page
- > Link to Tools Area
- > Link to Offline Content

 --lets you create:

- > Create Test
- > Create Survey
- > Create Assignment

	<p>Collaborate ▾ --creates:</p> <ul style="list-style-type: none"> > Create Discussion Board Link > Create Groups Link > Create Blog Link > Create Journals <p>More ▾ --creates:</p> <ul style="list-style-type: none"> > Add Wimba Classroom > Add Voice Authoring > Add Voice Email > Add Voice Board > Add Voice Presentation > Add Wimba Podcaster

Giving class members access to portals

1.	<p>From the Control Panel, choose Customization then Properties</p> 
2.	<p>Scroll down to Step 3, and choose yes.</p> 

Entering Grades When Someone in the Class is Earning an "I" Grade

The grade rosters are generated approximately mid-term each term. The roster must be created before you will be able to enter any grades. Once created, grades may be entered using the grade roster in the Curriculum Management area or through the Faculty Center. If the grade roster has not yet been created, you must follow the instructions in this section to generate the roster.

To enter grades, follow these steps:

1. Select **Main Menu, Curriculum Management, Grading, Grade Roster.**

ORACLE®

Home | Add to Favorites | Sign out

Favorites | Main Menu > Curriculum Management > Grading > Grade Roster

Grade Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Academic Institution: begins with KCTCS

Term: begins with

Subject Area: begins with

Catalog Nbr: begins with

Campus: begins with

Session: =

Course Offering Nbr: =

Class Section: begins with

Description: begins with


Course ID: begins with


Class Nbr: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

2. Enter the appropriate term in the **Term** and **Class Nbr** and click the **Search** button. *If you do not know the class number, you may use the other search fields to search for the class.*

 *If searching by course number, enter the subject in the **Subject Area** field and the catalog number in the **Catalog Nbr** field. For example, when searching for ENG 101, enter **ENG** in the **Subject Area** field and **101** in the **Catalog Nbr** field.*

 *If the wrong class is retrieved, perform another search and enter the **Course Offering Nbr** along with the original search criteria.*

ORACLE®

Home | Add to Favorites | Sign out

Favorites | Main Menu > Curriculum Management > Grading > Grade Roster

New Window ? Help Customize Page http

Grade Roster Type Grade Roster

Course ID: 000242 Intro to Computers Offer Nbr: 4 KCTCS

Catalog: CIS 100 Class Section: 0101 Spr 2010

Use Blind Grading Class Nbr: 87093 Regular Academic Session C

*Grade Roster Type	*Description		
1		+	-

Save Return to Search Previous in List Next in List Notify Refresh

Grade Roster Type | Grade Roster

3. Complete the **Grade Roster Type** page using the following instructions:

- Select **Final Grade** from the **Grade Roster Type** field. *If **Final Grade** is already selected and the **Description** field, the **Override** and **Partial Post** checkboxes, and the **Create** and **Post** buttons are visible, this step is not necessary.*

ORACLE

Home | Add to Favorites | Sign out

Favorites | Main Menu > Curriculum Management > Grading > Grade Roster

New Window ? Help Customize Page http

Grade Roster Type | Grade Roster

Course ID: 000242 Intro to Computers Offer Nbr: 4 KCTCS
 Catalog: CIS 100 Class Section: 0101 Spr 2010
 Use Blind Grading Class Nbr: 87093 Regular Academic Session C

	*Grade Roster Type	*Description	Final Roster Grading Status	Override	Partial Post		
1	Final Grade	Final Grade	Grade Input Allowed	<input type="checkbox"/>	<input type="checkbox"/>	Create	Post

Save Return to Search Previous in List Next in List Notify Refresh

Grade Roster Type | Grade Roster

- The **Description** will default as the **Final Grade**. Do NOT change.
- The **Final Roster Grading Status** area will indicate where you are in the grading process. Statuses include **Grade Input Allowed**, **Error**, **Ready to Post**, and **Posted**.
- If you have previously created this grade roster, you may select **Override Grade Roster** to override the previous grade roster. *If you do the override, you will have to enter all grades back into PeopleSoft for the entire class.*
- If you select the **Partial Post** checkbox, you can enter and post grades for only a portion of the students on the roster. *If you perform a partial post, you still have to change the **Approval Status** to **Ready to Review**, but you may return to the grade roster later and enter the grades for the remaining students.*

4. Click the **Create** button to create the roster. *This will move you to the **Grade Roster** page.*

ORACLE

Home | Add to Favorites | Sign out

Favorites | Main Menu > Curriculum Management > Grading > Grade Roster

Grade Roster Type | Grade Roster

Find First 1 of 1 Last

Term: Spr 2010 Class Nbr: 87093 Intro to Computers Section: 0101
 Session: Regular C Catalog: CIS 100 Seq Nbr: 1

Roster Type

Final Grade Final Grade Display Unassigned Roster Grade Only
 Approval Status: Not Reviewed

ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Final Roster Status	Detail	Note
1 001876991		<input type="text"/> 🔍		Undergrad	Graded	Pending	Detail	Note
2 001911452		<input type="text"/> 🔍		Undergrad	Graded	Pending	Detail	Note
3 001749930		<input type="text"/> 🔍		Undergrad	Graded	Pending	Detail	Note
4 001470828		<input type="text"/> 🔍		Undergrad	Graded	Pending	Detail	Note
5 001780828		<input type="text"/> 🔍		Undergrad	Graded	Pending	Detail	Note
6 001888426		<input type="text"/> 🔍		Undergrad	Graded	Pending	Detail	Note
7 001888488		<input type="text"/> 🔍		Undergrad	Graded	Pending	Detail	Note
8 001884586		<input type="text"/> 🔍		Undergrad	Graded	Pending	Detail	Note
9 001810716		<input type="text"/> 🔍		Undergrad	Graded	Pending	Detail	Note

5. All students enrolled in the class will appear on this page. In the **Roster Grade** field, enter the grade for the first student and tab to the next student until you have entered all grades for this roster.

Some helpful hints on entering grades:

- If a student has officially dropped the class after the Add/Drop period, a **W** grade will automatically appear on the roster.
- If you do not know which grades can be awarded for a class, click the **Lookup Grade** icon and click the **Lookup** button. Select the correct grade from the resulting list. If you need to assign an **I**, **WF**, or **WP** grade, you must contact someone from the Student Records Office to enter that grade for you.
- Click the **Detail** link to look at the enrollment detail for each student enrolled. Click the **Return** link when finished.
- The **Note** link is used to enter a note that will appear on the student's transcript. Do NOT enter any information on the note page.

If you wish to exclude a grade the student earned which is a higher grade in legacy, you may select a repeat code from the **Repeat Code** field in the **Enrollment Request** or **Quick Enroll** area of PeopleSoft. Use **Normal Maintenance** as the **Action**, enter the **Class** number, and select the correct **Repeat Code**.

If a status of **Ready for Review** was selected, the **Partial Post** checkbox checked, and the **Post** button was clicked at some point, the **Grade Input** fields may not be available. If this is the case, select **Not Reviewed** from the **Approval Status** field on the **Grade Roster Type** page. This should open the **Grade Input** fields back up to allow grade entry.

6. Click the **Grade Roster Type** tab.

ORACLE

Home | Add to Favorites | Sign out

Favorites | Main Menu > Curriculum Management > Grading > Grade Roster

Grade Roster Type | **Grade Roster**

Course ID: 000242 Intro to Computers Offer Nbr: 4 KCTCS
 Catalog: CIS 100 Class Section: 0101 Spr 2010
 Use Blind Grading Class Nbr: 87093 Regular Academic Session C

	*Grade Roster Type	*Description	*Approval Status	Final Roster Grading Status	Override	Partial Post			
1	Final Grade	Final Grade	Not Reviewed	Grade Input Allowed	<input type="checkbox"/>	<input type="checkbox"/>	Create	Post	+ -

Save Return to Search Previous in List Next in List Notify Refresh

Grade Roster Type | Grade Roster

7. If you have been granted access to post the grades, change the **Approval Status** from **Not Reviewed** to **Approved** and click the **Post** button to save the grades and post them to the students' transcripts. Otherwise, select **Ready to Review** and click the **Save** button.



*If the instructor has been given access to enter the grades on the roster, they should change the status to **Ready to Review** or **Approved**, depending upon the access that was granted to the instructor when the class was setup in the schedule of classes.*

8. Click the **Home** link when finished to return to the **Home** page.

REFERENCES

Campus Information

Bullitt County Campus
 505 Buffalo Run Road
 Shepherdsville, KY 40165
 502-213-5333
 Campus Director: Donna Miller

Carrollton Campus
 324 Main Street
 Carrollton, KY 41008
 1-800-853-3887
 Campus Director: Susan Carlisle

Downtown Campus
 109 East Broadway
 Louisville, KY 40202
 502-213-2123
 Dean of Academic Affairs: Dr. Randall Davis

Shelby Campus
 1361 Frankfort Road
 Shelbyville, KY 40066
 502-633-5524
 Campus Director: Dr. John Wieland

Southwest Campus
 1000 Community College Drive
 Louisville, KY 40272

Technical Campus
 727 West Chestnut Street
 Louisville, KY 40203

502-213-7204
Dean of Academic Affairs: Dr. Katy Varner

502-213-4294
Dean of Academic Affairs: Bob Silliman

College Administration

President's Office

The President's Office is located on the Downtown Campus in BWY 303.

President:	Dr. Anthony Newberry	213-2121
Executive Administrative Assistant:	Terie Harper	213-2121

Provost's Office

The Provost's Office is located on the Downtown Campus in BWY 201.

Provost/Vice President	Dr. Diane Calhoun-French	213-2432
Senior Administrative Assistant:	Patsy Overstreet	213-2432

Office of Academic Affairs – DT Campus

The Downtown Office of Academic Affairs is located in BWY 301.

Dean of Academic Affairs:	Dr. Randall Davis	213-2122
Senior Administrative Assistant:	Kathy Creech	213-2123

Office of Allied Health & Nursing – DT Campus

The Downtown Office of Allied Health & Nursing is located in BWY 202.

Dean of Allied Health & Nursing:	Dr. Carolyn O'Daniel	213-2212
Senior Administrative Assistant:	Dee Lynch-Morris	213-2448

Office of Academic Affairs – SW Campus

The Southwest Office of Academic Affairs is located in ADM 163.

Dean of Academic Affairs:	Dr. Katy Varner	213-7303
Senior Administrative Assistant:	Melissa Tabor	213-7204

Office of Academic Affairs – Technical Campus

The Technical Office of Academic Affairs is located in Bldg. B, 109B

Dean of Academic Affairs:	Mr. Bob Silliman	213-4294
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Division Assistant Supervisor:	MaryBeth Snyder	213-4277
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Office of Student Affairs – DT Campus

The Downtown Office of Student Affairs is located in JEC 200.

Dean of Students - DT:	Dr. Laura Naff	213- 2136
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Associate Dean of Students:	Sandra Chambers	213- 2148
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Registrar:	Amanda Tindall	213-2255
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Senior Administrative Assistant:	Kemberly Longino	213- 2203
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Office of Student Affairs – SW Campus

The Southwest Office of Student Affairs is located in ADM 151

Dean of Students - SW:	Dr. Denise Gray Lackey	213-7202
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Assistant Admissions Officer/ Assistant Registrar	Michelle Giese	213-7208
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Senior Administrative Assistant:	Aimee Gass	213-7330
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Office of Student Affairs – Technical Campus

The Technical Office of Student Affairs is located in Bldg. B, Room 109

Assistant Registrar:	Donna Linker	213-4185
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Carrollton Campus

The Carrollton Campus Director is Susan Carlisle. She may be reached at 1-800-853-3887.

Shelby County Campus

The Shelby County Campus Director is Dr. John Wieland. He may be reached at 502-633-5524.

Bullitt County Campus

The Bullitt County Campus Director is Donna Miller. She may be reached at 502-213-4258.

2010-2011 Academic Program Coordinators and Department Heads

Program or Discipline	APC/DH	Campus	Division	Name
Diagnostic Medical Sonography	APC	DT	AH	Stevens, Becky
Invasive Cardiology	APC	DT	AH	Moran, Lisa
Health Information Technology	APC	DT	AH	
Medical Assisting/Medical Office Radiography	APC	DT	AH	Washington, Jannie
Phlebotomy	APC	DT	AH	Oltman, Eva
Medical Coding & Reimbursement	APC	DT	AH	Guthrie, Paula
Nuclear Medicine & Molecular Imaging Technology	APC	DT	AH	Nielsen, Cybil
Occupational Therapy Assistant	APC	DT	AH	Smithy, Pam
Pharmacy Technology	APC	DT	AH	Riley-Grimes, Angela
Physical Therapy Assistant	APC	DT	AH	Cummings, Deloris
Radiography/LMR	APC	DT	AH	Adams, James
Respiratory Care	APC	DT	AH	Spears-Davis, Peggy
Volumetric Medical Imaging	APC	DT	AH	
Surgical Technology	APC	DT	AH	Oltman, Eva (acting)
Practical Nursing	APC	DT	Nursing	Wyatt, Mary
Nursing	APC	DT	Nursing	White, Debbie
Fire Science Technology	APC	Tech	T&I	Wallingford, Michael
Carpentry	APC	Tech	T&I	Hardley, Robert
Aviation Maintenance Technology	APC	Shawnee	T&I	Tutt, Bryan
Wood Manufacturing Technology	APC	Tech	T&I	Gamble, Grant
Industrial Electricity	APC	Tech	T&I	Chism, Jerry
Automotive Technology	APC	Tech	T&I	Wolff, Russ
Toyota T-TEN	APC	Tech	T&I	Myers, Joe
Cosmetology	APC	Tech	T&I	Eiden, Laurie
Visual Communication	APC	Tech	T&I	Whisman, Michael
Welding Technology	APC	Tech	T&I	Hatfield, Todd
Plumbing	APC	Tech	T&I	Nordmann, Vic
Criminal Justice	APC	Tech	T&I	Burks, Ishmon
Industrial Maintenance Technology	APC	Tech	T&I	Bowyer, Garry
Machine Tool Technology	APC	Tech	T&I	Blackburn, Leo
Business Technology	APC	DT	Business DT	Davis, Helen
Communication Arts Technology	APC	DT	Humanities DT	Lutz, Terry
Accounting Technology	APC	DT	Business DT	Benz, Linda
Computer Information Systems	APC	DT	Business DT	Riedling, Robert
Culinary Arts	APC	DT	Business DT	Russman, Nancy
Interdisciplinary Early Childhood Education	APC	DT	Behavioral & Social Science	Brunner, Ella
Human Services	APC	DT	Behavioral & Social Science	Walford, Ron
Office Systems Technology	APC	DT	Business DT	Reffit, Donna
Real Estate	APC	DT	Business DT	Cahaney, William

Academic Success	DH	DT	Reading & Academic Success	Galyon, Maria
Fine Art	DH	DT	Humanities DT	Motes, Barry
Astronomy/Physics	DH	DT	Natural Science & Mathematics	Howard, Chad
Biology	DH	DT	Natural Science & Mathematics	Lowrey, Kathy
Chemistry	DH	DT	Natural Science & Mathematics	Vogel, David
Communications	DH	DT	Humanities DT	Leonard, Mona
Developmental Education			Reading & Academic Success	Kesterson, Dan
Coordination	DH	DT	Humanities DT	Scichilone, Bryan
Developmental English	DH	DT	Natural Science & Mathematics	Attarzadeh, Hamid
Developmental Math	DH	DT	Humanities DT	Lotz, Annie
English	DH	DT	Humanities DT	Cummings, Marc
English as a Second Language	DH	DT	Natural Science & Mathematics	Dockstader, David/Wood, Mark
Geology/Geography	DH	DT	Behavioral & Social Science	Sistarenik, John
History and Political Science	DH	DT	Behavioral & Social Science	Baughman, Jim
Interdisciplinary Studies	DH	DT	Natural Science & Mathematics	Olsen, Bob
Mathematics	DH	DT	Humanities DT	Wong, Ed
Modern Languages	DH	DT	Humanities DT	Jones, Doug
Music	DH	DT	Humanities DT	Regnier, Adrienne
Philosophy	DH	DT	Behavioral & Social Science	Charles McCombs
Psychology	DH	DT	Reading & Academic Success	Gibson, Maureen
Reading	DH	DT	Behavioral & Social Science	Cleveland, Bess
Sociology	DH	DT	Humanities DT	Ewing, Shirley
Theater Arts	DH	DT	Behavioral & Social Science	Kuhman, Mary
Education	APC	DT	TARS	DiPaola, Steve
Information Technology	APC	SW	TARS	Wright, Mark
Engineering Technology	APC	SW	TARS	Thorne, Jim
Applied Process Technologies	APC	SW	TARS	Bruce Gambrell
Machine Tool Technology Shelby	APC	Shelby	Shelby	Larkin, Pamela
Office Systems Technology Shelby	APC	Shelby	Shelby	Betts, Autumn
Psychology/Religious Studies Shelby	DH	Shelby	Shelby	Shiffman, Betty
English Shelby	DH	Shelby	Shelby	Matheny, Meg
English	DH	SW	Humanities SW	Edgar, Brenda
Communications	DH	SW	Humanities SW	Donna Elkins
Humanities	DH	SW	Humanities SW	Karcher, Mickie
Mathematics	DH	SW	Natural Science	Mattingly, Rob
Biology/Chemistry	DH	SW	Natural Science	Gonzalez, Orlando
Astronomy/Physics	DH	SW	TARS	Beebe, Patty
Business Programs	DH	SW	Business SW	Peters, Jane
Reading/Sociology/Anthropology	DH	SW	Social Science	Tharpe, Byron
Psychology/History/Political Science	DH	SW	Social Science	

Academic Programs	DH	Bullitt	Bullitt	Donna Miller
Writing Center	Coordinator	DT	Humanities DT	Taylor, Stacy
Writing Center	Coordinator	SW	Humanities SW	Klein, Linda
Natural Science/Math Learning Lab	Coordinator	DT	Natural Science & Mathematics	Martinson, Caroline
Natural Science/Math Learning Lab	Coordinator	SW	Natural Science	Boswell, Melanie
Carrollton Library Coordinator	Coordinator	CA		Roberts, Sandy
Tech Campus Library Coordinator	Coordinator	Tech		Jewell, Geneva
Bullitt County Library Coordinator	Coordinator	Bullitt		Smallwood, Sandra
Shelby County Library Coordinator	Coordinator	Shelby		Sabetta, Ann

DT Division Assistants

Mary Warford	Allied Health	VTI 317	213-4296
Victoria Markell	Business	VTI 224	213-2185
Doris Engstrom	Humanities	SEM 206 (West)	213-5120
Krishna Schuble	Humanities	SEM 204 (West)	213-5121
Tammi Reed	Natural Science	HFD 1111	213-5013
Evelyn Lichtsteiner	Nursing	VTI 321	213-2192
Elaine Brown	Reading/Academic Success	LIB 215	213-2159
Michelle Bennett	Social Science	SEM 238 (East)	213-5100

Their office hours are 8:00 A.M. - 4:30 P.M. Monday through Friday. Some division offices have night-time hours. Please check with the individual Division Assistant.

DT Division Chairs

Eva Oltman	Allied Health	VTI	213-4245
Dr. Pam Besser	Business	VTI 220	213-2188
Dr. Marlisa Austin	Humanities	JEF 204 (West)	213-5073
Caroline Martinson	Natural Science/Mathematics	HFD 1105	213-5010
Sonia Rudolph	Nursing	VTI 316-L	213-2292
Reneau Waggoner	Reading/Academic Success	LIB 221	213-2620
Charles McCombs	Social Science	SEM 240	213-5104

Shelby County Division Chair

Pamela Larkin	Shelby County Campus	SCB 113-J	213-3645
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SW Division Assistants

Terri Wood	Business	BUS 100	213-7247
Elizabeth Gaw	Humanities	ART 100	213-7266
Donna Verstynen	Natural Science	SCI 100	213-7236
Mary Sloan	Social Science	SOC 105	213-7285
Tina Taylor	Technology and Related Sciences	LRC 205 (2 nd floor)	213-7375

Their office hours are 8:00 A.M. - 4:30 P.M. Monday through Friday.

SW Division Chairs

Peter Rodski	Business	BUS 100L	213-7227
Dr. Donna Elkins	Humanities	SOC 105A	213-7112
Gerald Johnson	Natural Science	SCI 200L	213-7276
Catherine Wright	Social Science	SOC 117	213-7273

Dr. Bruce Jost Technology & Related Sciences LRC 200 213-7329

Technical Campus Division Chair

Andrew Kornowski Technology & Industry Division

Assistant

Vickie Johnson Technology and Industry Tech Campus 213-4166

Web Links

Jefferson Community and Technical College - <http://www.jefferson.kctcs.edu>

Campus directories (e-mail addresses, phone numbers, home address information), class schedules, System catalogues, news and information, committee assignments, committee handbook, administrative department web sites, internet search engines.

Kentucky Virtual University (KYVU) - <http://www.kyvu.org>

Information about KYVU, a statewide network of on-line course offerings

Kentucky Community and Technical College System - <http://www.kctcs.edu>

Administrative offices and Board of Regents listings, links to community and technical colleges, information of Kentucky post-secondary reform, KCTCS employee information, CCS staff listing, CCS fact book, Senate Rules, Faculty/Staff Handbook, CCS Catalogue, other education links.

Southern Association of Colleges and Schools - <http://www.sacs.org/pub/contents.htm>

Information on the Commission on Colleges of the Southern Association of Colleges and Schools, our accreditation agency.

KCTCS Student Code of Conduct - <http://www.kctcs.edu/student/code.htm>

Jefferson Community and Technical College is an Equal Opportunity Institution.

The colleges of the Kentucky Community and Technical College System are committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status, beliefs, sexual orientation, age, national origin or physical or mental disability.