May 9, 2017

Dear Colleague,

Please join us for the **MCC Adjunct Faculty Fall Kick-off** on **Wednesday, August 30, from**

**4:30 - 7:00 PM** in Monroe A and B of the R. Thomas Flynn Campus Center at the Brighton Campus of MCC. The Kick-off event provides us with an opportunity to welcome in the 2017 – 2018 academic year with an evening of food and timely information. Join us as we build relationships in support of student learning and foster a culture of collaboration.

For new adjunct faculty, registration will open at 4:30 PM. Photo ID service and keys will be available from 4:30 - 5:00 PM. Please see the accompanying information regarding documentation necessary to receive these services at the event. From 5:00 – 5:30 PM, new adjunct faculty will meet in the Empire Room for an orientation to Starfish and registration policies.

For our veteran adjunct faculty, registration begins at 5:00 pm.

All will gather for a dinner, to be served at 5:30 PM. The evening program runs from 5:50 – 7:00 PM. The agenda appears on the reverse side of this letter.

Please **RSVP** **by Thursday, August 24**: <http://qeasttrial.co1.qualtrics.com/jfe/form/SV_57pTUGaF2Ibq2RT>

In your confirmation **RSVP,** indicate whether you will be attending the dinner so that we can furnish an accurate count to our food service provider. Parking for this event is in Lot M on the east side of campus, <http://www.monroecc.edu/about-mcc/locations-maps/brighton-campus>. If you have any questions or concerns about this event, please contact Gena Merliss (Coordinator, Teaching & Creativity Center) at emerliss@monroecc.edu or 292-3319.

This academic year we are excited to continue the Adjunct Faculty Suppers for Success, a series of evening professional development events for all adjunct faculty members.

We will offer these programs on:

Wednesday, September 27, 2017

Tuesday, October 24, 2017

Monday, November 13, 2017

Monday, February 12, 2018

Tuesday, March 13, 2018

Wednesday, April 11, 2018

Each program runs from 5:00 - 6:30 PM in Monroe B. Reminders will appear in the *MCC Tribune* and at theTCC (Teaching & Creativity Center) web site, [www.monroecc.edu/organizations/tcc/program-services/adjunct-faculty-professional-development-program/](http://www.monroecc.edu/organizations/tcc/program-services/adjunct-faculty-professional-development-program/) . Registration for each of these events opens two weeks prior to the event date. Registration is completed electronically via links accessed through the TCC (Teaching & Creativity Center) web site or within the *MCC Tribune*.

We look forward to seeing you soon!

Respectfully,

Linda Carson and Mark Sample  
Co-Chairs, Adjunct Faculty Professional Development Committee

**MCC Adjunct Faculty Fall Kick-off**

**August 30, 2017**

**4:30 – 7:00 PM**

**AGENDA**

**New Adjunct Faculty**

|  |  |  |
| --- | --- | --- |
| **Time** | **Location** | **Program** |
| 4:30 – 5:00PM | Monroe A and B Lobby | Registration |
| Key pick-up |
| Building 3-139A | Photo-IDs |
| 5:00 – 5:30 PM | Empire Room | Starfish (Kim Ross) |
| Managing Attendance, Waitlists, Withdrawals, Grading (Betsy Ripton) |

**Returning Adjunct Faculty**

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| --- | --- | --- |
| **Time** | **Location** | **Program** |
| 5:00 – 5:30 PM | Monroe A and B Lobby | Registration |

**All Adjunct Faculty**

|  |  |  |
| --- | --- | --- |
| **Time** | **Location** | **Program** |
| 5:30 – 5:50 PM | Monroe A and B | Dinner |
| 5:50 – 6:00 PM | Monroe A and B | Introductions |
| 6:00 – 7:00 PM | Monroe A and B | Library Workshop (Alice Wilson) |
| Empire Room | Mathematics Department Ignite Talks  (Linda Carson) |