

# In-Seat Facilitation Check List: Faculty Requirements

Midway College

## Contacts

Steven Adkins (AH/SS/GE): 1-8590846-5728 ([sadkins@midway.edu](mailto:sadkins@midway.edu))

Dora Bernardi (Equine): 859.846.5866 ([dbernardi@midway.edu](mailto:dbernardi@midway.edu))

Angela Collins (Teacher Ed.) 859.846.5808 ([acollins@midway.edu](mailto:acollins@midway.edu))

Beth Roberts (Nursing): 859.846.5725 ([baroberts@midway.edu](mailto:baroberts@midway.edu))

Jason Staples (Business Department Admin): 859.846.5322 ([jstaples@midway.edu](mailto:jstaples@midway.edu))

Joan Dillard (Dean's Admin/SCD): 859.846.5758 ([jdillard@midway.edu](mailto:jdillard@midway.edu))

Emily Coleman (ADA contact): 859.846.5391 ([ecoleman@midway.edu](mailto:ecoleman@midway.edu))

Faculty Resources: <http://www.midway.edu/academic-programs/faculty-resources>

## Pre-class Checklist

1. Obtain current Course Overview from your department administrative assistant and/or Chair.
2. Obtain current course text and access to online instructor/ancillary materials.
3. Develop your syllabus as per the course syllabus guidelines. Contact your Division Chair for syllabus guidelines and samples.
4. 2 weeks before start of course submit syllabus to Academic Affairs and Division.
5. 2 weeks before start of course - Email communication to class:
  - Introduction and course text requirement
  - Syllabus attachment
6. Records: Develop files to keep track of grades and attendance.

## Attendance: First 3 weeks of Class

1. Print class roster at start of each week from CampusWeb
  - a. Login into your CampusWeb account
  - b. Click on 'Faculty'
  - c. Click on Class Roster 'View' then Print.
2. Attendance Procedure:
  - a. **Women's College Classes** - A master attendance roster is provided to the Instructor by the Registrar's office. Attendance should be taken for all class meetings for the first 2 weeks of class. This attendance roster should be returned to the Registrar's office by Friday of the 2nd week of classes.
  - b. **Module Classes (SCD)** - Attendance for module classes is taken for the first 3 weeks of class. An attendance roster will be provided (usually left in the classroom the night of class) for the first 3 weeks. Please make sure that attendance is taken and the completed roster is returned to the SCD office by the following day.

3. Within 2 days of each class meeting submit class attendance to your Division administrative assistant.
  - a. Names of students who did not attend class
  - b. Names of students who attended class, but do not appear on the roster

### **During Course Period: Faculty Expectations**

1. Office Hours must be kept for 10 hours per week and posted on your syllabus.
2. Assignment Feedback: Faculty should provide critique, comment, and/or evaluation for work submitted by the student.  
This feedback process enhances the learning experience allowing students to incorporate recommendations to future assignments and courses.
3. All classes, at the end of the course are evaluated by the students. Please see your Division administrator for your course evaluation forms.

### **Final Week of Class**

- You will receive a package from your Division administrative assistant.
- Distribute the course evaluation to each student for completion
- Ensure that one student volunteers to make sure the course evaluations are completed, sealed in the provided envelope and mailed or hand delivered as indicated.

### **Post- Class**

1. **Grade Entry:** Grades are entered electronically by the Instructor through CampusWEB. Only the following grades can be entered by the Instructor: A, B, C, D and F.
2. **Incomplete Grades:** Incomplete grades (represented by "I") can only be entered by the Registrar's office. A grade of "I" can only be given under extreme extenuating circumstances such as illness or a death in the family.
  - a. Dean's approval is required prior to giving an Incomplete. Faculty must request permission from the appropriate Dean prior to awarding an Incomplete. Please include the student name and ID number, reason for the incomplete, grade the student would receive without the incomplete, the work the student needs to complete and the evaluation criteria, and any other pertinent information in your request.
  - b. The Dean will approve or deny the Incomplete and notify the faculty member and the Registrar's office of the decision.
  - c. Once a grade of "I" has been awarded, the student has 30 calendar days to complete the required course work. If the student has not completed the course work by the 30 day deadline, a grade of "F" will be recorded.
3. Check with Registrar's Office for deadline to enter grades.
4. **Grade Submission Procedure:**
  - a. Grades are due five days after the last day of class.
  - b. Login into your CampusWeb account
  - c. Click on 'Faculty'
  - d. Click on Class Roster 'View'
  - e. Scroll to bottom and:
    - i. Check Enter Grades for 'Final'
    - ii. Click on 'Go' and enter grades and submit.