A Letter from the President

Dear Western Faculty,

How quickly this semester has flown by and in a very few days, Spring 2010 will be finished. I’m reminded by my grown children that time flies faster as each minute becomes a smaller and smaller percentage of my total life. To be quite frank, I’m not comforted by their sage wisdom. And on the syllabus of items, activities, and materials you would like to add or modify. These notes are valuable tools as we prepare for the next semester and the next class. They are the jewels that we use to make next semester just a little better and a little richer learning experience.

As you are grading papers, making notes, and winding down this class, please take a moment to celebrate the lives that you have touched during this semester. Perhaps it was through the knowledge you shared with your students. Maybe it was a warm greeting at the beginning of each class welcoming the students to this adventure in learning. You are important to each student. Your students will remember the impact you made on their education and on their lives. Thank you for all you do to support our students. Celebrate your success by observing the success of your students; and, thank you for keeping Western in Motion.

Karla

A Message from Hay Library

Hay Library continues to receive questions about accessing the Library databases. Students, faculty and staff both on and off campus must access the databases through Mustang Cruiser. If you are asked for a Library card number and password, you have accessed the Wyoming State Library databases and not Western’s. Western has many databases which are not available through the Wyoming State Library.

Once you have logged in to Mustang Cruiser, you must click on the Library tab in the gray toolbar. The list of databases will appear on the far left side of the screen under the Mustang head. Databases are arranged alphabetically and by subject. There is an explanatory paragraph on the Hay Library Homepage as to how to log in. If a student does not see the list of databases, they must contact the IT Department to have their access turned on. Sometimes graduates must have their access renewed.

One issue of concern is the database Anatomy and Physiology Revealed. After many conversations with McGraw Hill, we believe past connectivity problems have been solved. If students cannot access this database, they should immediately contact Library Director Carol Brown at 307-382-1701 or cbrown@wwcc wy.edu.

Adjunct Support Services in Rock Springs

Where can I store my personal items? You can store your supplies in the Student Learning Office, room 1349; in the Instructional Support Office, room 1310; or at the Information Desk.

Who can assist me with supplies and secretarial issues? Assistance is available from Kaye Goicolea, PT Faculty Secretary, in the Student Learning Office, room 1349.

Where can I hold office hours to meet with students? Seven individual study rooms and two group rooms are available for two hour time periods in Hay Library. Ask for assistance at the front desk.

Where can I make last-minute copies for my class? Hay Library will allow up to 25 free copies for adjunct instructors who show their WWCC employee identification card. You can also make copies in the Instructional Support Office, room 1310; at the Information Desk; or at the Print Shop in room A-100.

What if I’m going to be late or miss class? Please do notify students via Mustang Cruiser e-mail, but Kaye Goicolea, 382-1715, can put a sign on the door of your classroom. Contact the Information Desk at 382-1600 for evening classes.

Adjunct Leadership Academy

Are you ready to INSPIRE? Western is now accepting applications for the 2010-2011 Adjunct Leadership Academy. The Academy is a unique opportunity for innovative professional development and networking with other adjuncts and full-time faculty. Space is limited to ten participants.

We’ll meet on the Rock Springs campus Friday and Saturday, September 17-18 and April 15-16; in the interim, participants will conduct several self-study components and will collaborate in an online discussion board. Travel expenses, housing, and food will be provided during the two weekend sessions. Graduates will present a capstone project on the morning of April 16 and are encouraged to bring friends and family to the closing ceremony that afternoon. Those who complete the Academy will leave with professional leadership skills, a connection with content-area full-time instructors, and other benefits. Find the application now on the Faculty Resources website.

End of Semester Grade Information workshops

Topics to be covered:

- Submitting midterm and final grades using Mustang WebAdvisor
- Using the Last Date Attended and Never Attended fields
- Incomplete Grades
- Lab Grades
- Grade Changes
- What happens after grades are submitted

Dates:

- April 29th, Thursday, 2 - 3 PM OR May 4, Tuesday, 6-7 PM

How to Attend:

1. If you need to setup prior to the meeting, go to http://www.elluminate.com/Support/?id=62/, to test your equipment and go to the configuration room. If you have questions, or want to test Elluminate on your desktop ahead of time, please contact Teri Lynch, 307-382-1672.
2. About 15 minutes prior to the training, go to http://elluminate.wwcc wy.edu/.
3. Type in your name. There is no password.
4. When you enter, go to the Audio Setup area to test your microphone and speakers. Tools/Audio/AudioSetup.