



“New to Middlesex” Adjunct Mentoring Program



The Middlesex College Center for the Enrichment of Learning and Teaching (CEL T) is proud and excited to offer all **“New to Middlesex”** Adjuncts the opportunity to participate in a **voluntary** mentoring program. Our Mentoring program is not based on teaching experience. The goal of this program is to provide personal support and resources to help our newest faculty members become acquainted with working at Middlesex College.

The Mentoring Program is an evidence-based practice. The research shows that new faculty (this includes new-to-a-school faculty) who have the opportunity to work with multiple mentors and engage with other faculty across the campus and disciplines show high levels of success and job satisfaction. The varied nature of the program members allows for consideration of topics from different perspectives which promotes scholarly and productive discussions. Additionally, mentoring provides a means for sharing insights and experiences as well as gaining support and advice from multiple members of the college community – mentors and mentees alike.

If you wish to participate in this voluntary program, please email Susan Altman, Director of CEL T (saltman@middlesexcc.edu) with the course that you are teaching and we will match you with two mentors, one in your department and one from CEL T.

The **CEL T Adjunct Mentoring Team** is here to support you during your first semester at Middlesex College. Contact Information:

Susan Altman, CEL T Director, Saltman@middlesexcc.edu

CEL T Mentoring Team

Christopher Drew, CDrew@middlesexcc.edu
Brian Lavey, BLavey@middlesexcc.edu
Claire Vassiliadis, CVassiliadis@middlesexcc.edu

Within a week of your signup, we will welcome you to the program and assign you your new Mentoring partners, one from your department, and one from CELT. **All correspondence with the mentoring program will be through your Middlesex College Outlook email, which looks like: *JDoe@middlesexcc.edu***

Welcome Mentees!

We are excited to work with you during your first semester at Middlesex College as we explore campus resources and best teaching practices. We know that your experiences with teaching at the community college level vary greatly, with some of you being new to teaching and others who are new to Middlesex College but have been teaching at the college level for many years. For those of you who have teaching experience, we encourage you to share your knowledge and experiences. Most of our interactions will be via email or together on Zoom. Together, we will learn a lot and walk away with great ideas and strategies related to effective teaching at Middlesex College!

What is CELT?

The Center for Enrichment of Learning and Teaching (CELT) is the vehicle by which all faculty, staff and administrative members have access to professional development opportunities. CELT's mission is to serve as leaders to the college community by providing expertise, support, and resources to enhance learning, teaching, and scholarship. CELT fosters an institutional culture where learning is our central focus.

In support of this mission, CELT members participate in campus wide conversations on institutional initiatives and provide on- and off-campus professional development opportunities related to effective pedagogical approaches as well as discipline-specific teaching strategies. Professional development activities include workshops, consultation, webinars or other on-line tutorials, as well as more in-depth learning experiences such as on-line courses and summer institutes targeting issues such as course re-design. CELT members provide mentoring and extensive professional development opportunities that specifically target new faculty, providing ongoing mentoring and effective feedback through voluntary observations. In addition, CELT provides opportunities for collegial and intellectually stimulating conversations among faculty from various disciplines, support and celebrate faculty scholarship activities, and engage in educational research activities. We all learn from each other!

Our website includes many resources to help support your teaching at Middlesex College. As a "New to Middlesex" Adjunct Faculty member, you are also invited to attend all of our CELT events. For teaching resources and workshop sign up, please see our website to sign up on Eventbrite at:

<https://www.middlesexcc.edu/celt/>

“New to Middlesex” Mentoring Program: Spring 2023

Every “New to Middlesex” adjunct participating in this program will be assigned 2 mentors: A department mentor and a CELT mentor. There will be a monthly mentoring session/conversation/email during the semester, switching between your CELT and Department Mentors. However, both your mentors are available to you throughout the semester. You can meet when it is convenient, either in person (if able), by email, or on Zoom – how you meet is up to you.

You will be added to an email group (CELTAAdjunctF22) for the mentoring program. A “*New to Middlesex*” *Mentoring Newsletter* will be sent out at the beginning of each month with mentoring reminders, and CELT events. A monthly CELT Newsletter will also be sent to you with links to pedagogy and teaching tips.

- **January/February:** Meet and Establish a Rapport with both Department and CELT Mentors, Getting to Know Middlesex College
- **March:** How is it going? Midterm Questions (Department Mentor)
- **April:** Meet with CELT mentor - How is it going?
- **May:** Meet with Department Mentor – finishing up the semester

“New to Middlesex” Mentoring Program

Learning Outcomes:

1. Faculty members will be able to discuss the various campus resources available to faculty and students at Middlesex College.
2. Faculty members will be able to use Canvas tools in their classes.
3. Faculty will be able to discuss the value and importance of an effective syllabus and first day of class activities.
4. Faculty will be able to discuss and engage in research-based teaching practices.
5. Faculty will feel comfortable with various grading dilemmas that come up during the semester.
6. Faculty will feel connected to their department and the college.

CELT Tuesday and Thursday Virtual Events during the Semester

CELT/e-Learning Campus-Wide Programs – Select from a variety of teaching and learning programs open to all faculty on campus. *For Spring 2023, all CELT sessions will be in person, except the workshops specifically for adjunct faculty. Please sign up on Eventbrite so we know you will be attending.*

The division hour (2:00 – 3:15 pm) of the fourth Tuesday of each month is designated as CELT Tuesday. CELT Tuesdays offer you a variety of professional development workshops and discussions focused on learning and teaching issues. We also offer Technology (TECH) Sessions on select Thursdays at 2 PM.

Everyone on campus is invited to attend, and attendance at these sessions can provide invaluable learning and networking opportunities for all faculty members.

Your CELT team will post CELT event information on the CELT website whenever there is an upcoming event. Don't forget to check our website regularly and look on Eventbrite for more specific details of each event. (<http://www.middlesexcc.edu/celt/>) to register via Eventbrite and attend CELT events!

CELT Virtual Open House at 2 PM in ACE Center in JLC 230

January 26: Join us to catch up with your Middlesex College colleagues and meet new ones!

CELT Workshops for Adjunct Faculty (4:30 – 5:30 PM) These workshops will be held on Zoom in order to facilitate your schedules.

February 1: Managing Sticky Situations

March 1: Driving Everywhere: Juggling the Adjunct Life

April 12: Finishing Up the Semester: Teaching Reflections

CELT Tuesdays at 2 PM

February 28: Post Pandemic: How Students Learn Now

March 28: Reconsidering Grading

April 25: Walkabout: Reflections of the Semester

TECH Thursdays at 2 PM

February 9: ChatGPT: Coming to a class near you?

March 9: Establishing Inclusive Mindsets: Equity in Tech

Rubrics 2.0: Rubrics 2.0

Podcasts and Coffee: Join us to discuss issues in higher education. We will bring the coffee and you listen to the Podcast in advance. Podcasts are listed in Eventbrite.

March 1: 3:30 – 4:30 in Person

April 3: 4:30 – 5:30 on Zoom (bring your own coffee)

eLearning Workshops

eLearning offers several workshops and online courses throughout the semester to help you with Canvas and other teaching supports. Working collaboratively with CELT, they are also available to help you with setting up Canvas or Gradebook.

<https://www.middlesexcc.edu/elearning/>

New Faculty Adjunct Mentoring Program

Online Resources

For teaching resources please visit the CELT website online at:

<https://www.middlesexcc.edu/celt/>

Research-Based Teaching Practices

- Creating a Powerful Syllabus
- First Day of Class Activities
- Dynamic Lecturing
- Academic Integrity
- Test Design
- Grading and Rubrics
- Motivating Students

Canvas Tools

- Emailing your students from Canvas
- Customizing the Course Welcome Page
- Customizing the Student View and Navigation
- Sharing Files
- Copy a Canvas Course
- Creating Message Boards

Campus Resources

- Academic Advising
- Counseling and Career Services
- Disability Services
- Help Desk
- Instructional Design
- Library
- Police
- Registrar
- Testing
- Tutoring

Mentor / “New to Middlesex” Adjunct Mentee Meeting

Schedule and Agenda Topics Spring 2023

January/February	<p>Establishing a Rapport (Meet Dept. Mentor and CELT Mentor)</p> <p>Mentors will assist mentees in the following areas:</p> <ul style="list-style-type: none">• Get to know one another.• Establish goals for mentoring relationship.• Establish formal meeting and communication preference (in-person, email, etc.) <p>Getting to Know Middlesex (Dept. Mentor)</p> <ul style="list-style-type: none">• Review available on-campus and online resources such as Academic Advising, Disability and Counseling Services, Library, etc.• What do you need?• How is it going?
March	<p>How is it going? (Department Mentor)</p> <ul style="list-style-type: none">• Midterm Grades• How is it going?
April	<p>April Check-in (CELT Mentor) Topics may include: Mid-semester grades, staying on track and challenges</p>
May	<p>Department Mentor:</p> <p>Determine the continuing needs of the mentee and review any mentoring topics from the current semester that require revisiting. Any questions regarding the end of the semester?</p> <p>Congratulations of completing your first semester at Middlesex College!</p>

CELT “New to Middlesex” Adjunct Faculty Mentoring Program Spring 2023 Mentoring Partnership Agreement

As a Mentor and Mentee in Middlesex College’s CELT “New to Middlesex” Adjunct Faculty Mentoring Program, we agree to abide by the following set of guidelines:

- Commit to attending all mentoring meetings, as scheduled, throughout the semester.
- Keep the content of all mentoring meetings confidential.
- Communicate honestly and respectfully with one another.
- Provide constructive feedback to one another to improve the effectiveness of the Mentor/Mentee relationship.

Mentor

Date

Mentee

Date