MINNEAPOLIS COLLEGE OF ART AND DESIGN

MCAD CONTINUING EDUCATION INSTRUCTOR HANDBOOK

(Spring 2021)

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WELCOME TO MCAD CONTINUING ED

Thank you for teaching for MCAD Continuing Education (CE). We are happy to have you part of the CE team.

The following pages are the policy, procedures and general information for CE. Please review as you prepare to teach your upcoming class. If you have any questions or concerns, please reach out to Frannie Kuhs, fkuhs@mcad.edu and 612-741-1188 or contact the CE office, at continuing_education@mcad.edu and 612.874.3765.

MCAD DEPARTMENT INFORMATION

Info and Hours for Spring 2021

Please note that information below is subject to change due to COVID and staff availability. Please contact the departments if coming to campus.

Continuing Education

Staff working remote
Monday-Friday: 8:30 a.m.-4:30 p.m.
Saturday and Sunday: closed
continuing_education@mcad.edu (preferred)
612-874-3765 (main line)

Art Cellar

The Art Cellar is only allowing pick-up orders for Spring semester (open to everyone).

Pick up orders:

- Please call to place your order. Please call ahead of time to give staff time to put your order together, at least a half hour before you are expecting to pick it up.
- You can also email the Art Cellar. Please be as specific as possible and include a phone number so the Art Cellar staff can call for payment.
- No pick-up order is complete until we talk to you over the phone and accept payment.
- The Art Cellar will be accepting either card payment or your course account (no cash/check).
- To pick up your order you can either stop by the Art Cellar and or call when you arrive, Art Cellar staff will run it out to you in the visitor parking lot under the skyway.
- You are required to wear a mask when picking up your order, (even if we run things out to your car).

See Purchasing Procedures for more information

Monday-Friday 10 a.m.–3 p.m.
mcadartcellar@mcad.edu
612-874-3775

*In-person shopping MAY return in February. More information to come.

Learning Center

Digital tutoring is available to Continuing Education students enrolled in graphic design, writing and software courses through MCAD's Learning Center. Students should contact the Learning Center for more information and scheduling appointments.

Timothy Gardner, Director of the Learning Center, will meet with students about accommodations for CE classes. Depending on the accommodation needs, Timothy may include both the instructor and the CE department into the conversation to make sure the accommodation is possible and what is best for the class.

Virtual Tutoring:
Monday-Friday 10 a.m.- 8 p.m.
Sunday: 4-8 p.m.
learning_center@mcad.edu
612-874-3633

Library

Library will be closed to in-person access except to faculty by appointment by email, phone, and Google Meet

You can get library books by emailing a list of the items you want to library@mcad.edu, and staff will get them ready to pick-up outside the Library.

The College library has over 225 periodicals and 60,000 volumes, primarily dealing with art and design and other subjects taught at the College. Check-out privileges at the MCAD Library are extended to Continuing Education instructors whose classes are in session, beginning two weeks prior to the start of class through the end of the class. All materials will be due at the end of each semester. Lost or damaged items must be paid for before the beginning of the next semester. Failure to pay fines will result in the delay or even cancellation of contracts.

Access to online resources: Open Educational Resources
New online request process for course reserves using the library catalog, view instructions HERE. Using the catalog instead of emailing the library directly will help us process requests, and keep a record of your reserves for future semesters.

Mon–Fri: 9:00 a.m.–4:00 p.m.
library@mcad.edu
612-871-3791

Media Center

Please contact Frannie Kuhs, fkuhs@mcad.edu if interested in checking out equipment from the Media Center. The Media Center has equipment kits to create demo videos (tripods, lights and cameras) and other equipment to check out.

Online Learning

Contact online@mcad.edu for support with Canvas, Google Meet and Apps and other online resources.

Public Safety

You are strongly encouraged to register for Public Safety's message alert system, which sends emergency messages to your mobile phone and/or email address. This system is only used by Public Safety to share urgent information regarding campus safety and college closures. MCAD's campus safety and emergency plans can be found on Public Safety's intranet site.

Access to MCAD Buildings: Include public_safety@mcad.edu in emails when scheduling appointments and meetings at MCAD. Use the Main Entrance, (south entrance) and Public Safety will buzz you into the building or use your MCAD ID to swipe into the building.

Lobby of Main Building
612-874-3700 (non-emergency phone number)
612-874-3555 or 1555 on MCAD phone (emergency)
open 24 hours

Service Bureau

Instructors will have access to the Service Bureau.

You may make photocopies of materials that will assist you in teaching. Print requests should be completed via email. When making a request, include your name and the CE course name and the course account will be charged directly. Completed orders will be left in the pickup shelf in front of the Service Bureau, Room 220. Included public_safety@mcad.edu in emails when scheduling print requests. Use the Main Entrance, (south entrance) and Public Safety will buzz you into the building.

Please review instructions on submitting print orders via email HERE.

The Service Bureau created an orientation video for new instructors. It might be useful for CE instructors to watch.

Monday–Friday: 9:00 a.m.–7:00 p.m.
Saturday, Sunday: 10:00 a.m.–7:00 p.m.
service_bureau@mcad.edu
612-874-3786

Technology Support - Help Desk

The help desk can help both instructors and students with Adobe questions, Google Meet problems and other technology issues.

Monday–Thursday: 8:30 a.m.–7:00 p.m.
Friday: 8:30 a.m.–5:00 p.m.
Saturday 10 a.m.-1 p.m.

helpdesk@mcad.edu
612-874-3666

COURSE INFORMATION

Planning

Online Teaching Information

MCAD faculty and instructors are encouraged to use Google Meet for synchronous meetings and the HelpDesk offers technical support.

Learn more about teaching online for experienced instructors and staff. Watch the CE Town Hall meetings series.

- Virtual Classrooms & Google Meet with Lafe Smith
- Online Learning Q&A with James Johnson and Alex Mitchell
- Online Critique and Feedback with Ellen Mueller
- Quick Online Class Meeting Techniques with Lafe Smith

Google Meet has a few updates, here are few highlights:

- See up to 49 People in Tiled View
- Change Background. Some system requirements and limitations for using blur.
- Hand Raising
- Jam Board (Collaborative White Board)

Audio issues in Google Meet:

- If you are having issues with audio in Google Meet - it may be a conflict with Zoom. Restarting your computer usually resolves the conflict.

Zoom (not supported by HelpDesk):

- MCAD CE department has a Zoom Professional account for CE instructors
    - Log in with the following credentials:
        - continuing_education@mcad.edu
        - Morrison105!
    - Schedule your meeting for the semester
        - The "Topic" line must include Course Title and Instructor Name
        - If there is a conflict, contact Frannie to determine the next steps
    - Please do not cancel another Zoom meeting already scheduled or a meeting in session
- Personal Zoom Pro accounts may be reimbursed with course supply budget. (Google Meet or the CE Zoom account is preferred by the CE Department)

Syllabus

You must provide the Continuing Education office with a syllabus for your course. There are no exceptions; this is a requirement of the College. If you would like to see a sample syllabus or view syllabi from past semesters, please let us know. Please use the

template we've provided when creating the syllabus for your course. There are several areas that prompt you to input the specifics for your class. Find the current syllabus template for download HERE. If a field does not apply for your class, please remove it. Only students taking courses for credit should receive a grade. If you have any questions about this or about whether or not to include certain sections of the template on your final syllabus, don't hesitate to get in touch.

Syllabi should be submitted to Frannie at fkuhs@mcad.edu two weeks prior to the first day of your class or once your course is scheduled to run if less than 2 weeks.

Class Budget

- Each course has a $30 budget at the Art Cellar for demo materials, class supplies and video conferencing subscription. Please read the instructor Purchasing Procedure document for more information.
- Each course has a $40 budget at the Service Bureau for class printing needs. This amount is not for individual student projects.

Visiting Artists

You are encouraged to invite a visiting artist to give a presentation or demo to your class. Please contact CE in advance for more information and to set-up the visiting artist honorarium payment of $100.

Before Class Begins

Two weeks before course begins

- Submit syllabus to Frannie at fkuhs@mcad.edu two weeks prior to the first day of your class or once your course is scheduled to run if less than 2 weeks.
- Send an intro email to students 5 days before the first class meeting, cc Continuing Education on this email.
- Some students may register after you have sent the initial intro email. Please make sure to communicate with these late additions.
- When sending a mass email to your students, please use the blind carbon copy (bcc) option to protect student privacy. Do not share student email addresses, unless students give you permission to share with other students in the class.

Class List/Grade Document

A class list will be shared via Google Sheets by the CE department which includes name, email, phone number, location and if course taken for credit. This shared document will be updated by CE as students add and withdraw and you will be notified of all the changes. This document will also be used to enter first day attendance and grades.

Introduction email to student

- An introduction of yourself, share how and when students may contact you

- The first class information - share links for meeting remotely, clearly state meeting times in the Central Time Zone.
- An overview of the course - how each class will look, expectations, office hours and how assignments will be submitted and shared
- Share your syllabus
- Supplies - discuss and answer questions about supplies. (Students have access to the Art Cellar).
- For any courses using Adobe software, Canvas, or MCAD emails for students, students will need an MCAD account. Students will receive information about how to activate their MCAD account four days before the class start date. If the class requires Adobe software or is using Canvas, they will need this account (see next two bullet points).
- If your class requires Adobe software, students will receive instructions about how to download the software (using their MCAD account) in an email we send the day before the start date (or on Fridays for classes that begin on Mondays).
    - Students will need to use the email associated with the registration to set-up the MCAD accounts (see emails on class list).
- If you are using Canvas,
    - To access their course, students go to canvas.mcad.edu and login with their account information. They will see their course on their Canvas Dashboard.
    - We recommend:
        - asking students to watch the Canvas orientation materials before the first class meeting: https://canvas.mcad.edu/orientation
        - showing students your canvas course and how you plan on using it at your first live class meeting.
- If students are having trouble with their account they should contact helpdesk@mcad.edu.

First class

Attendance

Take attendance at the first class meeting and complete the “First Day Attendance” column in the class list/grade document. Email the CE office, continuing_education@mcad.edu, if there are any discrepancies on your class list. Please complete within 24 hours of your first class meeting.

Course Objectives and Methodology

Instructors should distribute a course syllabus at the first class meeting and explain the scope and objectives of the course, grading criteria, attendance expectations, time commitments outside of the classroom, what students may expect to achieve, and any deviations from the course description in the catalog.

Class Schedule

Share the class schedule with students in the first class. This includes meeting times, office hours and one-on-one meeting schedules. If you plan on also giving written feedback via emails or Canvas, please communicate this with students.

Last Class

Letter of Course Completion

Letters of Course Completion indicate whether or not a student has successfully completed a CE course. The CE office will share information regarding letter of course completion with students in an email sent the last week of class. Letters are sent directly to the student after grades have been submitted. Please share with students that they should contact the CE office to request a letter of course completion.

Grades

Grade Sheet is part of your class list document. Please submit student grades within seven days, by completing the Grade column in the class list document. Without it, we cannot process the Letter of Course Completion requests.

Students registered for non-credit will receive a grade of “Y” for completing successfully or “N” for not completing successfully. Students registered for credit must receive a grade, A-F (lowest passing grade = D). Incomplete grades are not allowed in Continuing Education courses.

Course Evaluations

All adult courses evaluations will be electronic via Survey Monkey.

- One week before the class ends, the CE office will send a link to the course evaluation to students via email.
- The CE department will send a link to the evaluation to the instructor before the last day of class.
- A second email will be sent to students on the last day of class as a reminder. Instructors will also receive a link to share with students if necessary.
- Please encourage students to complete the evaluation by setting time aside on the last day.
- CE will send instructors results after the semester ends.

GENERAL INSTRUCTOR INFORMATION

CE Intranet page:
MCAD CE intranet page has resources for our instructors.

Contact information release policy:
If a prospective student has a question regarding your course, we will release your email address (not your phone number). To request that we do not release your email address, contact continuing_education@mcad.edu.

Course information:
All class descriptions are listed online; mcad.edu/ce. If you see an error in your course description, please let us know right away.

Course Discounts:
There are a number of discount opportunities available for CE students; such as multiple class, museum and MPR discount, senior and alumni discounts. Learn more about all discounts here.

myMCAD Portal:
myMCAD, the online faculty portal, is only available for adjunct faculty teaching degree-seeking classes. If you receive any correspondence about myMCAD, please disregard. If you are also teaching a degree-seeking class, please be aware that your Continuing Education class information in myMCAD will not be accurate.

Pay:
MCAD instructor checks are issued on the 15th and last day of each month. If the instructor is also an MCAD staff member, checks will follow the staff payroll calendar of every other Friday. **Paychecks will be mailed if instructors are not signed up for direct deposit.**

MCAD's payroll software is Paylocity. Register yourself as a user in Paylocity by going to access.paylocity.com, and clicking "Register as New User" at the bottom of the page. You will need MCAD's Company ID, which is **110804**. See next steps: Check Your Information in Paylocity Document

Payroll questions may be directed to Frannie, fkuhs@mcad.edu or Abe, ashriner@mcad.edu in CE office or the business office, 612.874.3710 or payroll@mcad.edu.

Sick/Safe Time Policy:
Sick/Safe Time Accrual: CE Instructors accrue one hour of sick time for every thirty (30) hours worked, up to a maximum accumulation of sixty (60) days

Use of Sick/Safe Time: Employees may use sick and safe time for their own health and certain family members' illness, injury or health conditions; or appointments for diagnosis, care,

treatment or preventive care. Victims of domestic abuse, sexual assault and stalking may use sick and safe time to receive medical treatment and other necessary services. Employees may use sick time to stay home with a family member during an emergency closure of school or place of care, including closure due to inclement weather. Part-time, regular employees are paid personal/sick time only for those hours they are scheduled to work.

Notification of Unplanned Absence: Instructors are expected to meet with students at all scheduled classes for the full duration of each class period.

Absences beyond accumulated personal/sick time or vacation time can represent problems for the efficient operation of MCAD Continuing Education.

Contact Frannie Kuhs, fkuhs@mcad.edu as soon as possible if you are ill or have an emergency that prevents you from meeting your class. Instructors may not cancel or postpone a class without first notifying Continuing Education.

If you are sick the day of your class, contact the Continuing Education office immediately during business hours, 8:30 a.m.–4:30 p.m, Monday-Friday. If the Continuing Education office is closed, contact Frannie Kuhs at 612-741-1188. (If you are not able to reach Frannie or the Continuing Ed office, contact your students to explain the situation).

The Continuing Education office will help with a solution, either finding a substitute or cancelling the class. The Continuing Education office will communicate with students about any changes. Cancelled classes will need to be rescheduled.

Unless the College closes campus, Continuing Education classes will meet as scheduled. School closures/class cancellations are announced on WCCO (830 AM), MCAD's main phone line (612.874.3700), and Public Safety's message alert system (see Public Safety for more details). Continuing Education will also add a message on the CE website regarding any closure. While less likely happening during the Spring semester due to remote learning, be aware that course schedules may change based on decisions made by the CE department and MCAD administration.

Sick/Safe Time at Separation: Accrued but unused Sick/Safe Time will not be paid out at separation.

Social Media:
Connect with us on Facebook, Twitter, and Instagram! Be sure to share your photos with us, too! The more images you have of your work, the work of your students, and of your classes in progress, the better we can promote your course. Feel free to tag us with the hashtag #MCADCE.

Instructors and staff taking photos of students for their own social media feed should not include the faces of minors. Focus on only hands, artworks, backs, etc.

Student Participation and Policies:
Please review CE's Participation and Policies on class registration and participation.

Title IX:
Please review the Title IX resource page.

Tuition Waiver - Noncredit:
Continuing Education instructors may enroll in one general adult CE course per semester for a $25 registration fee plus any materials fees, on a space available basis. Continuing Education will waive the cost of noncredit tuition. Instructors are eligible for the tuition waiver only if they are both teaching that semester and have taught at least two courses for our department. If an instructor is teaching a class that is six weeks or longer, that individual may enroll in a full-length class (up to 10 weeks). If an instructor is teaching a workshop or short course (one day to five weeks), that individual may enroll in a class that is up to but not longer than five weeks in duration. Please contact CE to enroll or with any questions regarding eligibility.

The tuition waiver for staff/instructors makes class tuition $25 plus material fees, if the classes are not fully enrolled. Essentially placed on the waitlist, 5 days before the class begins, the instructor will be notified if there is room in the class. If there is room the instructor will be able to register for the class and pay $25 plus material and facility fees.

PURCHASE PROCEDURES

Continuing Education must follow purchasing procedures established by the College to ensure that the most economical cost is obtained under open, fair, and competitive conditions.

Please wait to make supply purchases until your class has been confirmed to run. If your class is at low enrollment, but you would like to purchase supplies to prep, please contact Frannie.

Art Cellar Purchases:

- Instructors may charge up to $30 for supplies and materials at the Art Cellar. These funds are available two weeks prior to the beginning of the semester.
- At checkout, let the Art Cellar staff know your name and the CE course you are teaching. The purchase will be applied to the course budget. You will need to sign a receipt for the Art Cellar and take a copy of a receipt.
- Email an image or scan of the Art Cellar receipts to Frannie Kuhs, fkuhs@mcad.edu soon after the purchase.
- Keep in mind the available Art Cellar balances will be adjusted for purchases not made at the Art Cellar.
- Contact the Continuing Education office for purchases over $30.

Outside Vendor Purchases:
The Continue Education Office can make purchases for instructors with outside vendors, if the Art Cellar does not stock what you need. Contact Frannie Kuhs, fkuhs@mcad.edu to place an order. Be prepared to provide complete information as to size, quantity, date needed, and preferred vendor. Allow a minimum of two weeks.

The MCAD CE office currently has accounts set-up with outside vendors; Blick, Art Materials, Amazon, B & H Photo, Boxcar Press Staples and Triarco.

Reimbursement:
When necessary instructors may make purchases from outside vendors on their own. For reimbursement, an original receipt is required and must be signed by the instructor member. Receipts must clearly list items purchased, amount paid, date of purchase, and vendor name. Contact us in advance for the College's tax exempt certificate for such purchases, as the college cannot reimburse for tax paid. Please email an image, scan or pdf of receipts to Frannie Kuhs, fkuhs@mcad.edu for reimbursement.