

**Title of Grant:** Creating a Comprehensive Information Guide for New, Dual Enrollment/Credit, and Adjunct English Department Faculty

**S2008 – 178P –FF**

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**Name:** Benjamin Sloan

**College:** Piedmont Virginia Community College (PVCC)

**Email:** [bsloan@pvcc.edu](mailto:bsloan@pvcc.edu)

**Abstract:**

The PVCC English department updated, revised and combined into one comprehensive, easily accessible booklet three separate documents: “English Department Information Packet,” “Department Guide for English 1,” and “Department Guide for English 3”—a total of over 150 pages. Originally produced in 2005, these materials were updated to be in line with current department, division, and institutional policies/procedures. Also it was inefficient to maintain separate documents—adjuncts, dual enrollment, and new faculty needed one clear, well-organized booklet—so part of the revision and rewriting process involved blending these three separate documents into one, easily accessible and comprehensive work.

**Actual Outcomes:**

The 40-page booklet (with information about both the PVCC English Department and campus resources at large) was completed over the summer, printed and bound by our copy center, and distributed to full-time, adjunct, and dual enrollment English faculty at a planning week meeting held August 20, 2008 (about 30 people attended this meeting). Full time and adjunct faculty have mentioned to me how helpful the book is for them. Copies are available, and have been given to, new faculty through our humanities office. When my dean hires new adjuncts, he routinely gives them our English Department “Field Guide to the PVCC English Department.” We are currently considering whether or not to publish a revised edition with updated information for the spring 2009 semester.

**Other Colleges:**

N/A

**Discussion and Critique:**

Based on the responses we have received to date, the “Field Guide to the PVCC English Department” is a resounding success. There is nothing that I can think of that I think we should change. We need to make sure we include as much information as possible concerning up-to-date school resources, so it will be an ongoing challenge to keep abreast of this. However, with regard to format and concept, this was a great success.

**Evaluation:**

I am in the process of developing a survey/questionnaire that will be distributed to adjunct, dual enrollment, and full-time faculty to assess, in a more comprehensive way, their response to this booklet. As I say above, however, all signs so far are that it is successful.

**Dissemination:**

I will be doing a presentation at New Horizons in the spring of 2009 in order to disseminate my findings, results and outcomes.