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WELCOME BACK

Dr. Amy Maxeiner

As we move into Fall 2023, I would like to thank all of you for the great work accomplished last academic year. We were able to create clear pathways for students through the AA/AS to majors at four-year schools in eight different disciplines. English and math co-requisite coursework (streamlining developmental education) was launched at scale. We were successful with our HLC accreditation visit and have two areas of focus for our continued work. This academic year, we will continue to focus efforts on assessment and continuous improvement, while also incorporating the vision Dr. Thomas will be setting forth for us during his Assembly Day address. I look forward to the continued collaboration to support our students to reach completion of their degree/certificate and transfer.

Have a wonderful semester!

ADULT EDUCATION and PROFESSIONAL and CONTINUING EDUCATION

Barb Courville

Adult Education

The Adult Education Department offers educational opportunities for students from various backgrounds at no cost to the student. More than 30 classes are offered each semester at a variety of times including evenings.

- **Optional Education (High School Credit)** classes provide educational alternatives for truant and dropout youth. Students attend Optional Education classes to earn the credits to receive their diploma from their local high school. This is a collaborative effort by the six Rock Island County public secondary school systems, Black Hawk College, the Regional Superintendent of Schools and the Youth Service Bureau.
- **General Educational Development (GED®)** classes prepare students to take the tests required to earn the GED® high school diploma. Classes are offered in English.
- **Youth GED®** classes are designed to meet the needs of the younger GED® student. Optional Education GED® classes help students prepare for the GED® exam which, in turn, will qualify them for employment or postsecondary education.
- **English as a Second Language (ESL)** classes help students build and attain language skills in listening, speaking, grammar, reading and writing, as well as learn general aspects of American culture and civics.

If you know someone who would benefit from these classes or would like more information, visit the [Adult Education page](#) or contact:

Outreach Center

301 Avenue of the Cities, East Moline

309-796-8216 (Adult GED®)

309-796-8245 (ESL)

309-796-8249 (High School Completion and Youth GED®)

Adult Learning Center (ALC)

4610 Black Hawk Commons Drive, Rock Island

309-794-1072 (for all classes)

Community Education Center (CEC)

404 E. Third St., Kewanee
309-854-1875 (for all classes)

High Roads Advantage

2004 SE Third St., Aledo
309-794-1072 or 309-582-8181 (Youth GED®, ages 16-24)

Professional and Continuing Education (PaCE)

The [PaCE Schedule](#) was mailed the first week of August to more than 85,000 residential and business addresses. We offer more than 150 classes in subjects such as community health, health care careers, business skills, floral design, food protection, human resources, technology, arts and crafts, genealogy, personal enrichment, writing, music, languages and youth. We also offer seminars and lunches. If you have a suggestion for a new class or are interested in teaching a class, contact [Abbey Roodhouse](#).

College for Kids brought nearly 350 talented and gifted 6th, 7th, 8th and 9th graders to the Quad-Cities Campus from July 17-21. [View photos from the week](#). Watch for details coming soon regarding CommUniversity. This program offers adult classes in areas such as arts/humanities, personal enrichment, regional studies and theology/spirituality for four Sundays in February.

The PaCE Department is located at the Outreach Center (301 Avenue of the Cities, East Moline). In addition to the Outreach Center, you can find PaCE classes at the Quad-Cities Campus, the Adult Learning Center in Rock Island and the Community Education Center in Kewanee.

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ADVISING

Darcie McAndless

Staffing changes

Darin Dunphy accepted a position at Carl Sandburg College as the TRIO director and his last day at BHC was July 31. Check the [Advising page](#) for Darin's replacement.

Reminders:

- Prior to the start of classes, faculty members may enter overrides allowing students to register online. For instruction, see the “Faculty Self-Service Tutorial” in [myBlackHawk](#) > Faculty tab > Grades, Roster/Early Alert Menu.
- When allowing late registration in your course, if a student does not present a paper registration form with the advisor’s signature and a notation in the “Prereq OK” column, you will need to determine if the prerequisite has been met or make a notation on the form telling Enrollment Services NOT to override any prerequisites. Alternatively, you may direct the student to reach out to their assigned advisor. The reason behind necessitating an instructor’s signature after a class has met is to facilitate a discussion concerning what the student has missed and how to catch up.
- Advisors look forward to working collaboratively with you on Early Alerts. The key to aiding in student success is to submit alerts as soon as problems arise.
- Advisors will be encouraging students to meet in September/October to create or update long-term educational plans using the Degree Audit tool. Directing students to meet with their advisor for this purpose would be a huge help.
- Advisors also will be directing students to the myAdvising course housed in Canvas where students may find announcements, video tutorials, registration information, campus resources, student success tips and important forms. Contact [Darcie McAndless](#) if you’d like to be added to the course for informational purposes.

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ATHLETICS

Arnie Chavera

The Athletic Department will once again conduct electronic Student-Athlete Progress Reports during the fall and spring semesters. There will be three waves of progress reports each semester that we request your time to complete. For fall, dates are Sept. 18, Oct. 16 and Nov. 20. Last year we had a 58% faculty return rate in the fall and a 54% return rate in the spring. We are looking to improve the return rate this year. Once again, academic success and student-athlete experiences are at the top of our list, and we ask for your feedback on how our student-athletes are performing in the classroom. If you have questions or comments on this process, contact [Josh Keim](#), Head Baseball Coach and Academic Success Coach.

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BOOKSTORES

JJ Harris

The bookstore is ready and excited for Fall 2023. We have a lot of new merchandise in stock at both campuses. Make sure to stop in and check out what we have!

Fall 2023

All textbooks/materials that had an adoption submitted were ordered mid/late July. If you are unsure whether or not you submitted an adoption, or just want to check and see what you adopted, check our [website](#).

If you submitted a DDA adoption, your students will gain access the first day of class. The opt-out deadline for classes beginning Aug. 21 is Aug. 31, and classes that begin Oct. 16 will have an opt-out deadline of Oct. 26. If a student chooses to opt out, they must do so before the deadline. Otherwise, they will be charged for the materials.

Spring 2024

Looking ahead, adoptions for Spring 2024 will open in September and close in October. An email will be sent out with all relevant adoption information. Please make sure you are submitting an adoption for your classes every semester. If you have additional questions, please visit the [Faculty FAQ page](#).

Other news

In the spring, we announced we were piloting with a new inclusive access company. This semester will be our third test semester with the company. We have been working closely with several departments to make sure everything runs smoothly, and we will continue to keep all faculty members posted on any changes.

If we did not contact you directly, your DDA materials will still be through our current inclusive access partner, RedShelf.

We look forward to this upcoming year! Please reach out to us with any questions you may have.

Contact information:

bookstoregroup@bhc.edu

Quad-Cities Campus - Building 1, lower lobby

309-796-5500

Open Monday-Friday from 8 a.m. to 5 p.m.

Staff: JJ Harris, Skyler Cook, David Reich, and Zach Massa

East Campus – Building A, Room 219

309-854-1716

Open Monday-Friday from 8:30 a.m. to 1:30 p.m.

Staff: Linda Lyon

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CAREER SERVICES

Angela Striegel

Greetings from Career Services!

This fall, we are teaming up with QC colleges to host a career fair Wednesday, Sept. 27 from 1-4 p.m. at The Bend XPO Center in East Moline.

We'll have the Health Care Career Fair the next day – Thursday, Sept. 28 from 11 a.m. to 1 p.m. – in the Health Sciences Center.

Please encourage students to attend any and all career events. Even if they aren't actively looking for a job, it provides invaluable experience in developing their networking skills. If you can offer an incentive (extra credit, making it an assignment, etc.) that would be AMAZING. I have assignments I could share with you if you are interested.

Exciting news! This July, we launched Handshake, our NEW online job search platform. Accounts are available for all registered students – they just need to log in at bhc.joinhandshake.com with a single sign-on using their myBlackHawk credentials.

As a reminder, many of our other services are easily accessible online, too.

[Career Coach](#) provides students with an opportunity to take a career assessment, research local labor market information, explore academic programs offered at BHC, and create a résumé.

[Big Interview](#) includes video series that teach students about common interview questions, including tricky behavioral questions. We can create class assignments that allow students to record themselves answering questions and submit them to Career Services for feedback. Students need to have our org code when creating their free accounts. It is 0542.

The Career Center is located at the Quad-Cities Campus in Building 1, Room 220. We are open Monday-Friday from 8 a.m. to 5 p.m. We will continue to have monthly visits to the East Campus. Dates to be determined.

We look forward to working with you and your students this semester! Thanks for your continued support.

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COUNSELING

Wendy Bock

TimelyCare

Exciting news for BHC students! We have partnered with TimelyMD to offer [TimelyCare](#), a virtual mental health and well-being platform for enrolled students. TimelyCare offers telehealth services in medical health, mental health and emotional support for BHC students from anywhere in the U.S. at no cost. Services offered through TimelyCare include:

- Medical (24/7) - On-demand or scheduled access to a medical provider who can treat a wide range of common illnesses like cold and flu, sinus infection, allergies and more.
- TalkNow (24/7) - On -demand access to a mental health professional to talk about anything at anytime
- Scheduled counseling - Scheduled appointments to meet with a licensed counselor (limit six per year).
- Psychiatry - Scheduled appointments available through a campus counseling referral.
- Free classes - Yoga, meditation and other wellness-oriented sessions.

For students to access this resource, they can visit www.timelycare.com/bhc or download the app and register an account with their BHC student email address.

Don't worry! [Wendy Bock](#) is still here for in-person/online counseling and community resource referral. The mental health services available through TimelyCare are designed to expand and enhance our traditional services. This service will be particularly useful for students who are seeking a counselor from a particular demographic background or for those who are unable to meet for appointments during traditional office hours, not to mention FREE medical care, psychiatry and wellness classes!

If you find a student in need of food, clothing, housing, financial assistance, motivation, hope, support or any other mental health assistance, please be sure to send them to the

Counseling Department. You're also welcome to reach out if you'd like assistance in approaching a student you may be concerned about. You can refer students to [Wendy Bock](#) or counseling@bhc.edu or 309-796-5198.

The Hawk's Cupboard at the Quad-Cities Campus

The Hawk's Cupboard is a 24/7 free food resource for any BHC student or employee! Due to construction in Building 3, we have temporarily moved to Building 4, second floor in the Restaurant (next to Room 209). Food is available any time. If there isn't a student worker in the pantry, please contact someone in Student Life (next door) or the BHC Police Department (309-796-5913) and they will make sure there is access. Curbside pickup will be on the first and third Wednesdays of the month. Students will pull up under Building 4 and pre-packed bags of perishable and non-perishable food will be placed in their trunks. We just ask that they sign up beforehand so we know how much to pack. Emails are sent to every student the week before as a reminder with a link to sign up (the link also can be found on the [Counseling page](#)) as well as directions if needed. If the scheduled day/time doesn't work in their schedule for pickup, we can make other arrangements. Any BHC student or employee is welcome! Please encourage students to use this free resource!

The Kitchen at the East Campus

There is a fully stocked kitchen for East Campus students and employees! It is in Building 1 next to the Police Department. Non-perishables and frozen food will be available at all times, and a fresh food market will be available twice a month. Curbside pickup will be available on the second and fourth Wednesdays of the month. Students will drive up to Building 1 and pre-packed bags will be placed in their trunks. An email with the signup will be sent to every student so we know how much food to pack (the link also can be found on the [Counseling page](#)). Please encourage students to use this free resource!

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DISABILITY RESOURCES & ACCESS

Jen Holldorf

From Disability Services to Disability Resources & Access, we are changing our office name! The term "services" is seen as very medical in the disability community. After surveying our students, community members who work directly with individuals with disabilities, and faculty members, we've decided on Disability Resources & Access. Our office is a resource not only for students with disabilities but faculty and staff as well. Our goal is to provide

students with the support they need to be successful college students while maintaining equal access and ensuring academic integrity is maintained. By providing resources to students with disabilities, we are providing them with access to not only the campus but the door to their future. Our office will be working toward a model of social justice, equity, inclusion and awareness as we promote our new office name and vision starting in Fall 2023! We are still in the process of updating the [web page](#), but new brochures and marketing should be popping up around campus soon (if they haven't already!).

We would love to partner with faculty members to bring awareness about people with disabilities. There are some amazing individuals who've made such an impact on our world and on others with disabilities! I had the privilege of meeting and hearing Lachi during the AHEAD conference. If you have not heard of Lachi, she is a blind musician (sings, writes music and plays the piano) who created Recording Artists and Music Professionals with Disabilities (RAMPD), an advocacy group for musicians with disabilities that fought to make the Grammys accessible. Her new song, "Lift Me Up," dropped July 25 to kick off the ADA's 33rd anniversary. This song is a tribute to Judy Heumann who was fierce in her fight to get the ADA signed during the San Francisco "504 Sit-in" in 1977.

If you have a student in a course who discloses they have a disability, please refer them to our office or send me their contact information so I can reach out to them directly. Students will need to complete our consent form and intake form and provide documentation of their disability. These forms and our Student Handbook are available on the [Disability Resources & Access page](#). Accommodation forms will be emailed by me to faculty members prior to classes starting, or as soon as they are approved by the student. Students are responsible for making sure you received the accommodation form and discussing what accommodations they will be using for your course(s).

For Fall 2023, you can expect to see me at East Campus on Tuesdays. Jennalynn Cisna will be in the office Monday, Wednesday and Friday. If students need to test on Thursdays, I will adjust my schedule.

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EMPLOYEE SAFETY COMMITTEE

Clayton Neff

With fall semester starting, please remember the following safety tips when arriving at or leaving Black Hawk College.

- Be aware of your surroundings. Keep your head up and look around.
- Avoid distractions such as your phone.
- Have your car keys in hand when you get to your car.
- Briefly glance/look in the back seat before you enter your car.
- Park in lighted areas of the parking lot.
- Remember to roll up your windows, hide any valuables, lock your vehicle, and take your keys.
- Know the number to the BHC Police Department:
 - Quad-Cities Campus: 309-796-5913
 - East Campus: 309-854-1784

If you have a safety concern or are interested in joining the Employee Safety Committee, please contact [Clayton Neff](#).

Thank you for promoting a safe campus!

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ENROLLMENT SERVICES

Amy Snyder

We're looking forward to another amazing school year!

We'd like to remind you that our office requires communication from you three times per semester regarding student attendance.

Attendance Verification Roster (AVR) or "10th-day roster"

For all courses (including Dual), you'll receive an email in your [myBlackHawk email](#) for each section you're teaching. These emails will have a PDF attachment that is your current (at the time we generated it) official roster. Please mark "X" for any students who have not yet attended your class, even if they've told you they'll be there. Accurate and timely reporting on AVRs is so very important because they determine a student's financial aid disbursement. If you have all students on Day 1, go ahead and submit your AVR (with no "X") as soon as you receive it.

- We do need the PDF returned to us, so if all students are attending and you don't need to make any changes, please FORWARD the email to roster@bhc.edu (forwarding a message allows the attachment to travel along with it).

ICCB Compliance Roster (midterm roster)

For most of you, this will consist of a notification that your reporting window has opened, allowing you access to report your midterm grades or LDA for the students who have stopped attending. Please note that this LDA must be a date after the AVR date ("10th" day). If you are now discovering that you missed reporting someone on AVR, please let us know right away so we can start the process of correcting an AVR and working with the Financial Aid Office to determine whether any funding needs to be reduced. Those of you teaching courses with a non-standard start/end date, you'll receive an email in myBlackHawk containing a PDF. You'll edit this PDF with letter grades or LDA, save it, and return it to roster@bhc.edu. And if printing to paper is easier, please feel free to do so. You can deliver that to Enrollment Services on either campus, or scan it and send it to roster@bhc.edu.

Final grades

F or X grades require LDA, which must be a date after the mid-date of the course. If you discover that a student has not attended since prior to the mid-date, it will be more appropriate to correct your ICCB reporting than to post a failing final grade.

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FACILITIES (EC)

Jebadiah Ralston

I would like to take a moment to introduce myself. My name is Jebadiah (Jeb) Ralston and I am the new East Campus Facilities Superintendent. I am a resident of Kewanee and an alumnus of BHC. I look forward to working with everyone to have a clean, safe and fun environment for not only our employees, but our students and guests as well. I am located in Ray Jacobs' and Joe Warner's former office in Building A, Room 108. My phone is 309-854-1740. Please do not hesitate to reach out with any questions/concerns or stop by just to say "Hello."

I would also like to congratulate Chad Kilstrom for his move to Assistant Facilities Superintendent. Chad not only stepped up to fill in the gaps during this transition, but he continues to fill in gaps and be an incredible resource to me and the college during my transition to this position.

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FINANCE and ADMINISTRATION***Steve Frommelt*****Facilities updates**

We welcome Jebadiah Ralston as the East Campus Facilities Superintendent and the promotion of Chad Kilstrom as East Campus Assistant Facilities Superintendent. Chad will continue to oversee the Grounds Department. And thank you district-wide to all grounds, custodial and maintenance personnel for the summer workload!

Construction and project updates:

- District-wide backup generators are finally wrapping up. The current schedule has everything in place by Friday, Aug. 18.
- QC ballfield construction will be complete this fall. While landscaping and out-building will continue into August and September, both ballfields will be playable Aug. 14. An anticipated ribbon-cutting and celebratory weekend is planned for mid-October. More to come.
- The QC facilities and storage building is complete and being used.
- East Campus Building 5 doors and entry modifications are complete. The roof and skins of the buildings have been flashing green and red lights with the Capital Development Board (CDB) and the State of Illinois, who are project managers for this construction. This project has been on and off four times since spring. Unfortunately, this means no work was completed over the summer and the current status is a green light for CDB approval on Aug. 8. Along with the siding of Building 5, the roofs of Buildings A, B, C and 5 are to be replaced. Due to the work not being completed over the summer, we'll be working with faculty members to determine the timing.
- Renovation of QC Building 3 is in high gear. The gymnasium is ready for activity this fall, though the remainder of the building is still under demolition mode. While the west foundation wall repair has been effective, the exposed building had plenty of water in it with our summer rains. The building is expected to be enclosed by November before the snow flies. The expectation is completion and full occupancy of Building 3 by Fall 2024.
- QC Building 2 and Sustainable Technologies Building renovations start upon the completion of the Spring 2024 semester. Timing on the welding lab being added to the south end of Building 2 is still being evaluated. Classroom space is expected to be available in Fall 2024. The full building completion date is yet to be determined.

Construction is a pain to our daily schedule. Thank you for your patience.

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FINANCIAL AID

Diana Strom

Semester reminders are available [online](#) but please encourage any student with financial aid questions or concerns to contact our office directly for assistance! Current contact information for both campuses is available on the [Financial Aid page](#).

Enrollment

If a student plans to add or drop a course after the semester has started, please encourage the student to contact the Financial Aid Office beforehand to determine how their financial aid eligibility may be impacted.

Participation

The Financial Aid Office relies on Attendance Verification Rosters (AVR) to verify student eligibility for financial aid. As you report attendance in online/hybrid courses, please keep in mind that students must do more than log on – instead, they must intentionally engage with the course (e.g. submit an assignment, participate in a discussion board, etc.) in order to “attend” an academically related activity.

Midterms

The Financial Aid Office also relies on ICCB rosters for confirming or recalculating student financial aid eligibility throughout the semester. Timely reporting to Enrollment Services ensures that the FAO is working with accurate information as soon as it is available. Late submission or failure to report midterm attendance can negatively impact financial aid processing and prevents timely notification to students.

Special circumstances

If you are aware of a student whose family has experienced a job loss or significant reduction of income since 2021, please encourage the student to contact the Financial Aid Office to determine if a financial aid adjustment may be applicable.

2024-25 FAFSA Application

Big changes are coming to the FAFSA next year! Due to these changes, the 2024-25 FAFSA

will not be available until December 2023. Attend our Assembly Day breakout session “2024-25 FAFSA Changes” to learn more and check the [Financial Aid page](#) for updates and information.

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FOUNDATION (EC)

Danielle Williams

Scholarships

Thank you to all who served as a scholarship reviewer this year! To date, the EC Foundation has awarded 67 scholarships to 58 students totaling \$53,370 for the 2023-24 academic year. There are several faculty/staff selected scholarships to be awarded throughout the year.

Our Scholarship Recognition Banquet will be Wednesday, Oct. 4 at the Midland Golf Club.

Mini-grants

This year the East Foundation has budgeted \$12,000 for mini-grants to support staff and faculty projects. Applications will open in December with a Jan. 31 deadline.

Aggie Weekend

On July 28-30, the Agri-Business Club Alumni (ABCA) hosted their fundraising weekend known as Aggie Weekend. \$39,344 was raised in monetary sponsorships before the weekend even started with more than 190 sponsors, including those who contributed gifts in kind for auction items. On Friday, there was a social at the Colony Inn with the In-Laws and Outlaws Band and the Henn House BBQ food truck. There was silent auction and live auction with State Rep. Dan Swanson doing the live auction. \$3,990 was raised on Friday. On Saturday, there was the fundraising banquet at Midland Golf Club. Gold Star FS was recognized as the Friends of the Alumni and Rep. Dan Swanson ('86) was honored as the Outstanding Alumni. Several ABCA scholarship recipients were recognized, including Carli Wright, who was awarded the Future Alumnus Award. With another silent and live auction, this event raised an additional \$15,826.50. The weekend ended on Sunday with a golf outing with 23 teams participating. Between registrations, mulligans, a 50/50 raffle and one last silent auction, the golf outing raised \$8,939.50.

Collectively, Aggie Weekend raised \$68,100 for agriculture support of the East Campus. Thank you to our alumni, faculty, staff and administration who made this weekend such a

success!

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FOUNDATION (QC)

Zenaida Landeros

Scholarships

Thank you to all who served as a scholarship reviewer this year! We could not do this important work without you and appreciate all that you have done to support the foundation. To date, the QC Foundation has awarded scholarships to 177 students for the 2023-24 academic year. We've awarded a record amount of scholarship dollars (more than \$185,000) with an average award of \$1,047 per recipient.

We are excited to announce the date for our Scholarship Recognition Banquet is Wednesday, Sept. 13 at MetroLINK's Centre Station in downtown Moline. Our scholarship benefactors and students will have the opportunity to connect and be recognized.

Employee Appreciation Night

Come and enjoy raffle drawings, food, Ferris wheel rides, and views from a new spot at the Diamond Ag Cornfield Deck for our Employee Appreciation Night at the Modern Woodman Ballpark on Wednesday, Aug. 30 at 6 p.m. Please [RSVP by Wednesday, Aug. 23](#) and consider being a part of the 12.5% of employees who contribute to the foundation and give to our BHC student scholarships.

Mini-grants

This year the QC Foundation has budgeted \$25,000 for mini-grants to support staff and faculty projects. These mini-grants range from \$500 to \$2,500 for innovative projects that directly benefit students enrolled at the Quad-Cities Campus. Emphasis is given to one-time projects and needs that engage BHC students academically and socially. Applications are accepted throughout the year with deadlines of Oct. 11, Jan. 17, April 10 and July 17. Funds must be used in the same fiscal year they are awarded. For more information or to apply, [email the QC Foundation](#) or call 309-796-5042.

Black & Gold Celebration

The QC Foundation is excited to host a fundraiser and the Alumni Hall of Fame Induction at

the Black & Gold Celebration on Thursday, April 4 at 6 p.m. at the Bally's Casino Hotel in Rock Island. Save the date to join us for a silent auction, dinner, live entertainment and keynote speaker to support the QC Foundation and our BHC community. To nominate an outstanding BHC alumnus, donate toward the silent auction or reserve your seat, [email the QC Foundation](#) or call 309-796-5042.

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HONORS PROGRAM

Nicole Banks and Katie Johnson

The [BHC Honors Program](#) provides students with an opportunity to participate in additional academic work to enrich their college experience. It consists of two honors courses and a service project.

The Honors Seminar eight-week course, HONR 200, introduces students to concepts in academic research, scholarship, leadership and service.

The Independent Study course, HONR 205, allows students to take an area of academic interest and collaborate with faculty members to create an opportunity to demonstrate academic research and share findings with the college community.

The Honors Service Project allows students to find an area where they can apply their interests and skills in a way that provides service to others.

HONR 200 was offered in Fall 2022 and Spring 2023, and 20 students completed the course. Eight students completed the entire Honors Program during the academic year. We have several students who have approved HONR 205 proposals and will work with faculty members on Independent Studies in many areas this fall. We know more students are working with faculty members to get proposals set up for Spring 2024.

HONR 200 will be offered in the first eight weeks of Fall 2023 and Spring 2024. For more information about the program, visit the [Honors Program page](#) and/or enroll in the Honors Program Canvas course.

Instructors who might be interested in teaching the HONR 205 Independent Study course should email the [Honors Program](#) with their topics and they will be added to the list of instructors who can work with students on independent studies. Students approach instructors who they'd like to work with, and together they develop the course content if the instructor is available for the appropriate semester.

Thanks to all instructors who have worked with Honors students with the HONR 205 class so far: Dianne Abels, Nicole Banks, Ewelina Bergert, Dr. Traci Davis, Dr. Brigitte Dorrance, James Larrabee, Dr. Emily Lehman, Annie Oldenburg, Isaac Stewart, Jenni Wessel-Fields and Jacob Winters.

If you have questions, please reach out to any member of the Honors Program Committee. We are hoping all employees learn about the program so we can continue to grow it and give more students a chance to enrich their time at BHC. Please try to get the message about HONR 205 to any adjunct faculty members who might want to work with students on HONR 205 Independent Studies in their areas of expertise.

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HUMAN RESOURCES

Holly Fisk

Welcome new HR employees

Please join me in welcoming the newest members of the HR team! Delaney Johnson and Tara Landers joined us July 11. They are quickly getting up to speed on our HR processes and are looking forward to meeting and being able to work with employees. Delaney is our HR Generalist and will be handling compensation, PANs and contracts. Tara is our HR Specialist and will be handling onboarding and culture. We also have Lisa Charnitz as our part-time acting HR director to help with our team during this transitional period. Please feel free to stop by to welcome our new staff.

HR contacts

Not sure who to contact? Refer to this list for all your HR needs.

- Recruiting and hiring needs (all types) and NeoGov/NeoEd administration - [Danielle Darland](#) at 309-796-5224
- Assistance with compensation/Personnel Action Notices (PANs)/contracts - [Delaney Johnson](#) at 309-796-5228
- Benefits and FMLA questions - [Holly Fisk](#) at 309-796-5226
- Onboarding and culture - [Tara Landers](#) at 309-796-5223
- Questions regarding SURS - 800-ASK-SURS (800-275-7877)
- Health insurance - Medical, dental, vision, COBRA, FSA and Dependent Care Accounts - [Consociate Health Customer Service](#) at 800-798-2422

- Mail order pharmacy/prescription assistance - [Serve You Rx](#) at 800-759-3203
- 403(b) plan - [Dave Howell](#), financial advisor, at 563-388-5436
- Empower - Empower Customer Service at 866-816-4400
- AFLAC - [Kim Aikins](#) at 608-235-7856
- Questions related to unions, personnel matters, AA/EEO or any other complaints - [HR Department](#) at 309-796-5222
- All other needs or issues - [HR Department](#) at 309-796-5222

Upcoming Flu & COVID Vaccination Clinics

We will again host Flu and COVID Vaccination Clinics for employees and their covered dependents who are enrolled in the college's medical insurance. Appointments are not necessary. Before visiting the clinic, please complete the [vaccination consent form](#). Bring the form, your insurance card and vaccination card to the clinic. Both Pfizer and Moderna COVID vaccinations will be available.

Clinics will be:

- East Campus - Tuesday, Sept. 19 from 9-10:30 a.m. - Building A, Room 225
- Outreach Center - Thursday, Sept. 21 from 7:30-9:30 a.m. - Room 204
- Quad-Cities Campus - Thursday, Sept. 21 from noon to 2 p.m. - Building 1, Room 308 (theatre)

For more information, contact HR at 309-796-5222.

Open Enrollment

- Benefits Open Enrollment will be this fall. Please keep an eye on your email for more information.
- Sick Bank Open Enrollment will be in mid-August. We will be sending out more information on this soon.

Adjunct Fair

Our next Adjunct Faculty Job Fair will be in Spring 2024. We will not host a fair this fall.

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LIBRARY

Ashtin Trimble

Announcements

- NEW - [U.S. Major Dailies Newspaper Database](#) - U.S. Major Dailies provides access to the five most respected U.S. national and regional newspapers: The New York Times, The Washington Post, Los Angeles Times, Chicago Tribune and The Wall Street Journal. With print and online editions, the titles offer researchers historic and current coverage of local, regional and global events with journalistic balance and perspective.
- NEW - [Comics and Graphic Novels in Libby by OverDrive](#) - We've expanded our collection of comics and graphic novels with thousands of always-available titles.
- NEW - Self-checkout kiosks - For the convenience of our library users, new self-checkout kiosks have been added at both library locations. While staff are still eager to assist you at our circulation desks, we are excited to add this service as another way for users to personalize their library experience.
- COMING SOON - Wireless printing - Plans are in the works to allow students to print from their personal devices and collect print jobs at the library. More details on this process will be coming soon!

Reminders

- Librarians are available to teach information literacy workshops, both in person and online. To schedule, contact:
 - [Cat Broady](#), East Campus Reference & Instruction Librarian - 309-854-1733
 - [Atticus Garrison](#), Quad-Cities Campus Reference & Instruction Librarian - 309-796-5149
- Getting research help from a librarian is easier than ever with 24/7 online chat. Access our chat service from our [web page](#), [online catalog](#), [research guides](#), [library help pages](#) or by texting 309-250-3707.
- Send requests for new streaming videos to [Bryan Hinds](#). Please contact the library at least two weeks in advance of needing the film to ensure we can acquire it for you.

Save the date

- Bring Your Own Book (BYOB) Club Meetings - Join our book club with no required reading!
 - Quad-Cities Campus - Tuesdays, Sept. 12, Oct. 10, and Nov. 14 at 12:30 p.m.
 - East Campus and virtual - Wednesdays, Sept. 13, Oct. 11 and Nov. 15 at 12:30 p.m.
- Annular Solar Eclipse Watch Party - Saturday, Oct. 14

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MARKETING, PUBLIC RELATIONS & RECRUITMENT

John Meineke

In May, the Recruitment team was realigned with Marketing and Public Relations. Our joint priorities remain the same - to create increased awareness of all BHC has to offer potential students and enroll as many prospects as possible!

Marketing and public relations support services begin with a call or visit to our office or by simply completing a job request found in [myBlackHawk](#) on the Employees tab > Publications, Forms, and Manuals > Marketing & Public Relations. Click on the link for the type of request you wish to complete.

Our students come from all types of situations and backgrounds. If you know a student with a compelling story, one who relates well to others or just loves BHC, let us know. We are always looking for students to help market the college.

Recruitment events will continue in FY24. Campus tours and conversations with prospective students and their families will be a priority, and your help and participation are important. If you would like to get involved in recruitment activities, either for your programs or to help with tours, please let us know. A great first impression, an exciting campus tour or stopping to greet a future student and their family can make all the difference.

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MULTICULTURAL ENTREPRENEURIAL CENTER (MEC)

Loredana Cooper

The Multicultural Entrepreneurial Center (MEC) cultivates an inclusive and fair learning environment by organizing a wide range of enriching events and programs. These initiatives cater to students, entrepreneurs, employees and the community at large. By hosting the MEC Speaker Series, language and culture classes, and Explore the World events, the MEC actively promotes cultural awareness, professional growth and intercultural understanding. Its primary focus is fostering economic development by establishing collaborative partnerships and supporting workforce development within the Quad-Cities community. By becoming a member of the MEC, the students and community gain access to a network of local business professionals, valuable educational resources and other benefits.

Additionally, the MEC offers internship opportunities specifically tailored for students in business, accounting and marketing.

Here are some exciting upcoming events and programs for Fall 2023.

Immigrant Entrepreneurs Summit and Multicultural Open House

Thursday, Sept. 7 from 9 a.m. to 4 p.m.

Vibrant Arena at The MARK

Visit the Putnam Museum

Saturday, Oct. 28 from 11 a.m. to 1 p.m.

Flavors Without Borders International Food Competition

Friday, Nov. 17 from 4-7 p.m.

Building 4, second floor, Hawk's Nest

Explore the World

Fridays from 12:30-2 p.m.

Building 4, Room 209

- Sept. 22 - Latin countries
- Oct. 27 - Asia
- Dec. 8 - Africa
- Dec. 15 - USA

Mentoring Program - Walk-ins welcome

Entrepreneurship Workshop

Thursdays from 1-2 p.m.

Building 1, Room 302

Language and Culture Classes

Fridays from 2-3 p.m.

Building 1, Room 382

For more information, visit the [Multicultural Entrepreneurial Center page](#).

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PAYROLL & HR

Kasey Lockett**Faculty Self-Service 9**

We hope you have had a chance to explore Banner Faculty Self-Service 9 since it became available in January. During the spring and summer semesters, faculty members had the option of using Self-Service 8 or 9. Beginning Fall 2023, Faculty Self-Service 9 will be the only version available for use. Tutorials are available in [myBlackHawk](#) > Faculty tab > Grades, Roster/Early Alert Menu.

Employee Self-Service 9

We are also happy to announce an upgrade to the college's Employee Self-Service platform! Employee Self-Service 9 became available Monday, Aug. 7.

When you first sign in to Employee Self-Service, you will notice a new look and feel. You will find the same information and capabilities as before with a fresh new format. Please click around and explore the new layout.

FLAC is part of Employee Self-Service, so you will notice a new look while navigating through FLAC. For department chairs, this includes the review and approval of your department's contracts. For all other for-credit faculty members, this includes the review and acknowledgement of your own contract.

Training materials for how to navigate Employee Self-Service are available with screenshots to help guide you through your normal tasks. These manuals can be found on [myBlackHawk](#) > Employees tab > Employee Self-Service > Click here for Training Material!

Contacts for questions:

Payroll/Human Resources - payroll@bhc.edu/HR@bhc.edu

- Employee Self-Service 9 questions

ITS Help Desk - 5555@bhc.edu

- Issues logging in to Faculty Self-Service or Employee Self-Service
- Faculty Self-Service 9 support

HR Generalist - Compensation

- Delaney Johnson - HR_FLAC@bhc.edu
- FLAC contract approval or acknowledgement questions

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PLANNING and INSTITUTIONAL EFFECTIVENESS (PIE)

Kathy Malcolm

What is important to our students? How satisfied are our students?

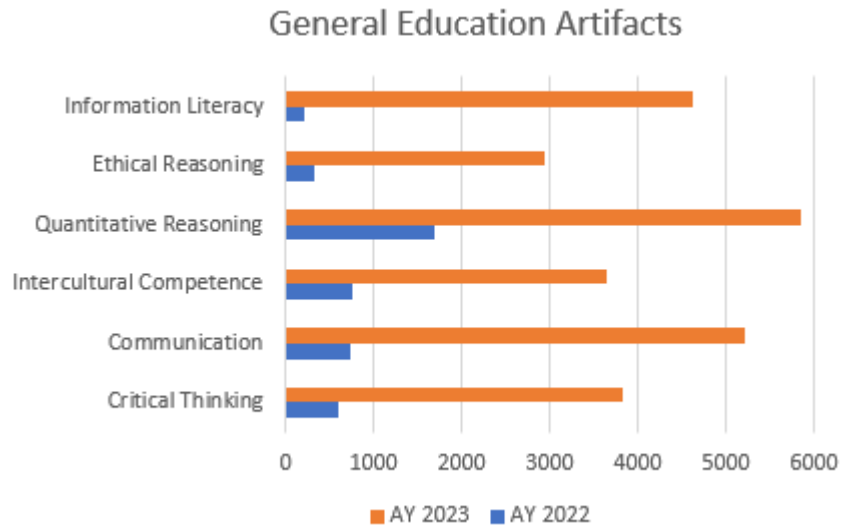
In order to improve student success and completion, it is important that colleges identify factors that contribute to overall student satisfaction. According to research conducted by Ruffalo Noel Levitz (RNL), students with higher satisfaction are more likely to re-enroll and complete their educational goals. In a recent RNL Student Satisfaction Inventory, a national sample of students at two-year public institutions reported the Top 3 important areas of their student experience are instructional effectiveness, academic advising tied with registration effectiveness, and concern for the individual. Let's find out what our students have to say.

In October, students will have an opportunity to express what areas of their student experience are extremely important to them and how satisfied they are with those areas. The Office of Planning and Institutional Effectiveness will be administering the RNL Student Satisfaction Inventory (SSI) online. The survey results will be shared with the employee community once those reports are available. For more information, contact [Dale Huntley](#).

General Education Assessment

Your hard work has resulted in the great increase in information we have, and we thank you! In the Assessment Hub, you can link to information about the meaning of the data we have so far. You also will find a link to a self-directed course if you are an assessment

beginner. The graph shows the General Education Outcomes on the X-axis and number of artifacts on the Y-axis for last academic year and the year prior. The deadline for transferring your Spring 2023 assessment data into Anthology Outcomes is the Friday of Assessment Week. If you need assistance, please contact:



- [Dr. Cyndi Loudon](#) for Anthology Outcomes and general assessment questions
- [Jarrett Daugherty](#) for Anthology Outcomes and planning and permissions
- [Andy Olson](#) for Canvas

Co-Curricular Assessment

A pilot for Co-Curricular Assessment occurred during Spring 2023. For information about the pilot, please log in to the Assessment Hub and click on the labelled link. The purpose of this pilot was to initiate a revised program for co-curricular assessment, to troubleshoot procedures, and to prepare for a more extensive rollout during Fall 2023. Dr. Amy Maxeiner and Dr. Cyndi Loudon directed the project, with Arnie Chavera (Athletics), Jana Koch (Student Services), Dr. Irene Leites (music) and Loredana Cooper (Multicultural Entrepreneurial Center) implementing co-curricular assessments.

During Fall 2023, a more complete rollout of co-curricular assessment will occur. Faculty can collaborate with staff members to align a co-curricular activity with work in your course. Please contact Dr. Loudon if you wish to collaborate on a project or if you advise a club or a project that should participate in co-curricular assessment.

Program Review

A huge thank you to the FY23 Program Review cohort for completing a program assessment detailing student success, program strengths and opportunities. The cohort included the review of the following career programs, academic disciplines and student services. The

Executive Summary and the full report can be found in the Assessment Hub and on the [Planning & Institutional Effectiveness page](#) in [myBlackHawk](#).

2023 PROGRAM REVIEW COHORT	
AutoCAD Certificate	ProE Certificate
EMS - Paramedic (AAS)	EMT - Paramedic Certificate
Administrative Assisting (AAS)	Administrative Office Support Certificate
Computer Information Technology (AAS)	Network Administrator Certificate
IT Support Technician Certificate	A+ Prep Certificate
Network+ Prep Certificate	Medical Office Receptionist Certificate
Business Software Certificate	Logistics and Warehousing Certificate
Logistics and Warehousing Certificate	Surgical Technology (AAS)
Transfer – Mathematics (PCS-11)	Computer Science
Mathematics	Cross-Disciplinary
Developmental Math (PCS-14)	Student & Academic Support Services
Career Services	Testing Center
Tutoring/TRIO	Teaching & Learning Center

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RISK MANAGEMENT

Kaye Quick

Business Continuity Plan

The information-gathering stage of the Business Continuity Plan will resume Sept. 1. The last three tabs of the BCP Workbook will be completed in September, October and November. The BCP Committee will host both virtual and in-person BCP labs each month. An email containing due dates and lab times for the fall semester will be sent out around Sept. 1. Send questions about the BCP to [Risk Management](#).

Annual training

We would like to thank you in advance for participating in the annual OSHA and Safety training this semester. Emails will be sent to employees who must complete the training along with instructions and timelines.

- August - Concussion Management Plan
- August and September - Bloodborne Pathogens
- October - Computer Security and Appropriate Use
- November - Hazardous Communication Orientation
- November-January - Identified Hazardous Chemical

- First Tuesday of every month – NINJIO Cybersecurity Awareness

Take care and stay well!

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STUDENT CONDUCT

Heather Bjorgan

Artificial intelligence (AI) such as ChatGPT is trending, and college students everywhere are experimenting with its capabilities. If you haven't seen it yet, ChatGPT is an AI chatbot available to anyone. What sets this tool apart is that it uses machine learning and as more people use it, the reliability and accuracy of the answers it provides improves. Because it changes so quickly, it can be difficult for standard plagiarism software to detect it. TurnItIn is working hard to stay on top of ChatGPT and this rapidly changing AI environment.

However, [TurnItIn also states](#), "Our AI writing detection model may not always be accurate (it may misidentify both human and AI-generated text) so it should not be used as the sole basis for adverse actions against a student."

BHC faculty members are already discussing how to work with ChatGPT in the classroom by adjusting assignments, updating expectations in syllabi, and bringing issues through academic governance. Currently, the BHC student conduct process outlines proscribed conduct for students and includes a section on Academic Dishonesty. If a faculty member believes a student has turned in work that is not their own and has not appropriately cited references, the faculty member may report it as a suspected academic integrity violation. Violations of student conduct can include the use of ChatGPT.

Faculty are encouraged to be specific in their syllabi if they have restrictions on the use of ChatGPT for assignments. Suspected incidents of academic dishonesty should first be brought to the student from the faculty member. After that, the faculty member may submit an incident of student dishonesty for review under the BHC Code of Student Conduct by completing an Academic Dishonesty Report Form, along with supporting evidence, and sending it to [Student Conduct](#).

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STUDENT LIFE and ENGAGEMENT

Jana Koch

The Student Life Office - in collaboration with Financial Aid, Student Success/TRIO, Career Services, Advising, Counseling, Library Services, the Teaching & Learning Center, Disability Resources & Access, and the Veterans Resource Center - will host QC Kickoff Tuesday, Aug. 15 and Thursday, Aug. 17 from 10 a.m. to 1 p.m. QC Kickoff is a fun and informative day created to get the new semester off to a great start! All new and current students are encouraged to attend.

We will meet this fall to review and adjust the current format so that we can enrich our incoming student experience. If you are interested in taking part in these conversations, please contact [Jana Koch](#), Director of Student Life and Engagement.

Below is the Quad-Cities Campus Fall 2023 programming. Please review and contact me for additional information. I would love to have you consider programming as a tool to enhance and add to your classroom discussion and curriculum!

Select activities will be offered [remotely](#).

Week of Welcome activities

- Monday, Aug. 21
 - [Free coffee and donuts](#)
 - 8:30-10:30 a.m.
 - Enjoy free coffee and donuts while meeting campus staff and student leaders to get answers to your first-day-of-school questions!
 - Various locations at the Quad-Cities Campus
- Tuesday, Aug. 22
 - [Popsicle Party](#)
 - 10:30 a.m. to 12:30 p.m.
 - Outside Building 2, main entrance
- Wednesday, Aug. 23
 - [Pizza with the President](#)
 - 11 a.m. to noon
 - Building 1, lounge area outside library entrance
- Thursday, Aug. 24
 - [Club/Organization Fair](#)
 - 10:30 a.m. to 12:30 p.m.
 - Building 1, upper lobby
- Friday, Aug. 25
 - [Community Garden Build Day](#)

- 10 a.m. to 2 p.m.
- Help build our BHC community garden! Dress to get dirty!
- Meet in Building 4, Hawk's Nest

Global Film Series

- Wednesdays, Sept. 13, Oct. 11, Nov. 8, Feb. 14, March 20 & April 10 from 1-3 p.m.
- Building 1, Room 308 (theatre)
- Themed movie snacks provided.
- Presented by Student Life & the Global Issues Committee

Bring Your Own Book (BYOB) Club

Join us for our monthly Bring Your Own Book (BYOB) Club discussion at both campuses. Share what you are currently reading or have read most recently!

Hispanic Heritage Month

Sept. 15 to Oct. 15

Prosperity, Power and Progress

- [Hispanic Heritage Month Kickoff](#)
 - Sunday, Sept. 17 from 11 a.m. to 2 p.m.
 - League of United Latin American Citizens (LULAC) Mexican Independence Day Parade & Fiesta
- [Hispanic Music and Food Fiesta](#)
 - Wednesday, Sept. 27 from noon to 1 p.m.
 - Building 1, courtyard (rain location - Building 4, second floor, Hawk's Nest)
 - Listen to live music and enjoy free tacos (while supplies last)!
 - Presented by the BHC choir and the BHC Jazz Ensemble.
- [Hispanic Heritage Speaker & Workshop](#)
 - Tuesday, Oct. 3 from 11 a.m. to noon
 - Building 1, upper lobby
 - Learn about Día de los Muertos from Heather Aaronson with the Figge Art Museum.
 - Make a luminary and enjoy traditional Hispanic food (while supplies last)!
- [Volunteer at Figge Art Museum Day of the Dead Family Fiesta](#)
 - Sunday, Oct. 15 from noon to 5 p.m.

Honor societies

In addition to other student engagement opportunities, eligible BHC students are invited to join several honors societies that are affiliated with the college based on their success. The societies have different enrollment periods, benefits, deadlines, etc., so it's best to send students to the specific advisor and the organization's websites for more information.

The college has four honor societies:

- Alpha Beta Gamma is for students following a course of study leading to a business-oriented career. To be eligible, students must be enrolled and have completed 12 credit hours with a cumulative GPA of 3.0 or higher. Advisor - [Ewelina Bergert](#).
- Phi Theta Kappa is recognized by the American Association of Community Colleges as the official honor society for community colleges. Students are eligible after completing a minimum of 12 credit hours of college-level courses with a cumulative GPA of 3.5 or higher. The college has two chapters.
 - East Campus - Alpha Phi Beta chapter - To remain in good standing, students must maintain a 3.25 GPA. Advisor - [Jodee Werkheiser](#).
 - Quad-Cities Campus - Eta Kappa chapter - To remain in good standing, students must maintain a 3.0 GPA. Advisor - [Nicole Banks](#).
- Psi Beta is for community college students interested in psychology. Students must have earned an A or a B in Psychology 101 and have completed at least 12 credit hours of college-level courses with a cumulative GPA of 3.0 or higher. Advisor - [Dr. Brigitte Dorrance](#).
- Sigma Kappa Delta is the English honor society for two-year colleges. Students must have As and Bs in all English courses and have completed at least 12 credit hours of college-level courses with a cumulative GPA of 3.0 or higher. Membership is open to students at both campuses, and students do not have to be English majors. Advisors - [Andrew Hoogheem](#) and [Gina Wilkerson](#).

Please help us support our honors students in any way you can, and please help spread the word that these are the ONLY honor societies directly affiliated with the college. Students frequently get emails from outside groups, and many of them pay only to later find out that the membership they joined won't be on their academic record or lead to wearing BHC graduation regalia.

Along with the currently scheduled options, we will continue to develop new virtual and on-campus programming. Stay tuned!

[Back to top](#)**TEACHING & LEARNING CENTER (TLC)*****Andy Olson & Kelly Wu***

This semester our focus will be in three primary areas: workshops, online course evaluations, and reviewing existing and new resources and technology. Please consider enrolling to our [TLC site in Canvas](#) to help keep up-to-date with events, resources and support. We are here to serve.

- [Andy Olson](#), Director of the TLC & Online Learning - 563-484-0184
- [Kelly Wu](#), Instructional Designer - 309-796-5047
- www.bhc.edu/tlc

[Back to top](#)**TRIO*****Lisa Hansen***

Students may be eligible for the TRIO program if they are planning to transfer to a four-year college/university and/or:

- Neither parent has earned a four-year degree.
- They have a documented disability.
- They are receiving financial aid (PELL).

The TRIO program provides:

- Holistic advising
- Financial aid application assistance/financial literacy
- College/university transfer help/visits
- Access to textbooks on library reserve
- Academic/skill-building workshops
- Cultural events/service-learning opportunities

[Students can apply for TRIO online.](#)

The TRIO program will continue the midterm progress reports as a webform this term. Thank you for your continued support in these efforts!

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TUTORING CENTER

Lisa Hansen

Math and English/writing help is available to all BHC students during the Tutoring Center's walk-in hours at the Quad-Cities Campus - Monday through Friday from 10 a.m. to 2 p.m. For East Campus hours, visit the [Tutoring page](#).

Tutoring appointments are available in various subjects by [requesting an appointment online](#). Appointment times are available on campus during regular hours or remotely and flexible to scheduling. Some weekend hours are available upon request.

Lead tutors will be in touch soon to schedule class visits. There is also a Tutoring Center video you can make available to students through your Canvas course page(s). If there is information about an assignment that you'd like the tutors to know, especially any pieces which you don't want tutors to assist, please share.

The Tutoring Center will use the digital tutoring contact note process again this term. You will receive an email with links to each tutoring session pertaining to any of your classes. The last few questions are for you to denote any assessment from that session. Thanks again for your support in these efforts!

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