New Faculty Orientation Plan Topics Draft

PDC:

I set this up with the 3 threads (or strands?) we identified at the 12/6/11 meeting: Logistics, Teaching and Learning & Big Picture. Please add topics you think should be covered in the bulleted lists under each thread along with your initials. Then RESAVE the document with a New Version Date AND Your initials (like my file) and send to next person on list.

I’m only sending this to the people who were at the meeting because we all understand how we’re doing this. I’ll send a separate request to Arnulfo & Paul and integrate their comments.

I put a page break between each topic to keep it clear. You will be able to keep add as much information as you want within each topic as long as you type above the page break line.

I also included a “Notes & Comments” section at the end in case anyone wants to make comments or suggestions that don’t fit in the topics lists.

As agreed, Yolanda will add her suggestions, resave it and send it to the next person on the list and so on until it reaches Chialin who will send it back to me. Please be sure to send finish it so I can get it before next week’s meeting on 12/13 & print copies.

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Thread One: Logistics
(“Need to Know” Information to help faculty get off to a good start.)

When: Wednesday, January 17
Time: 10:00-2:00? Including lunch
Where: Staff Lounge

Is this in place of the other new faculty orientation?

Topics to be Covered:

- Welcome from President & VPSL? –KK  WILL THEY HAVE OFFICES??????
- Meet your Mentor – Hosted by Sara? KK
- MAIL ROOM, REPROGRAPHCICS (REPRO FORM)
- Admissions “Need to Know” Info. (Rosters, wait lists, prereqs, ADD CODES, etc.) (CENSUS!) (I’m assuming this includes an intro to getting this information off of MyCom, so maybe Sara’s MyCom stuff should come right after this? AG) - Bob Balestreri
- Faculty Handbook – Sara YES; - KK
- THE VARIOUS EMAIL AND VOICE MAIL INFO
- MyCOM Portal – Sara – YES ; -KK
- Human Resources (“Need to Know” Info) – Linda Beam – KK
  (TIME CARDS, ABSENCE REPORTS, SUB PROTOCOLS, FLEX VERIFICATION FORM, OFFICE HOURS, PAC)
- Workplace Safety & Disaster Preparedness – Mitch LeMay – KK
- DEPENDING ON WHO IS HERE – CLASSROOM MANAGEMENT AS RELATED TO DISRUPTIVE STUDENTS
- Misc. Nuts & Bolts (Any additional miscellaneous details not in the Faculty Handbook that should be covered – Please add bullets here) – KK
- Structure of college, departments on each campus, provide org chart.
- List of who they should contact for specific issues (Ex. Pay, lost keys, computer problems, custodian/maintenance needs, etc.)
- AV, Library, Bookstore (including ordering texts and book rentals) (sara moved this up)
- have they met their admin assistant – do they have KEYS? (I agree that making sure they have met their admin assistant, having keys, having offices is important. Move this up? -AG)

- Handout/cheat sheets with the key information is essential. Too easy to forget stuff!! Business-sized reference card, which includes essential phone numbers.
Not necessarily for first meeting but on the Logistics topics to be covered early in the semester:

- **Presentation on Student Services Programs and student support (SARA MOVED UP)**
- **BEFORE MID SEMESTER – HOW TO ENTER GRADES, DROP STUDENTS**
- **INTRODUCE TO STUDENTS? ASCOM??**
- **Acronyms and people to know on campus (handy handout would be helpful!)**
- **HR, benefits, insurance, payroll (This will be handled by Claudette Muldowney before employee start date)**
- **Board policies (at least those directly related to them)**
- **Governance structure and process**
- **Accreditation and WASC timelines (as it relates to SLO assessment)**
- **Dashboard info**
- **Communications—websites (various departments)**

**Thread Two: Teaching & Learning**

Information essential to successful teaching and learning. For example: Program Review, SLOs, Academic Senate, Moodle etc.

Time & Date(s) to be determined depending on how many topics

Where: Staff Lounge

**Topics to be Covered:**

- **Meet informally with all the department chairs to explain role of chairs**
- **Faculty committees and responsibilities**
- **Invitation to the senate to introduce new faculty to the Academic Senate members**
- **Distance Education Committee and Tech Committee presentations (not sure what the Tech committee is going to present – MOODLE IS MORE IMPORTANT) (Tech dept: important to know how to report tech issues! -AG)**
- **Presentation of Program Review and SLOAC from PR Committee Chair and SLOAC Facilitators**
- **SLO ASSESSMENT RUBRICS**
- **Senate sponsored lunch once a semester with Q & A**
- **Meet with Curriculum Committee representatives presentation on COR**
- **UPM Contract including performance evaluation and tenure requirements (For those hired in fall, this will need to be done immediately since the first document is due on Sept. 15th.)**
Effective teaching strategies – work sessions on problem or project based learning, or learning communities or other teaching strategies

Professional development on student assessment, (how outcomes are linked to program review)
Thread Three: The Big Picture

Information about College of Marin focusing on Mission, Vision, Values, Governance Structure, Accreditation etc.

KK Note: Maybe this topic should go before Teaching and Learning? It seems like a better fit to see the big picture first – get the sense of COM’s Mission, overall functioning & culture then get to the specifics of teaching and learning which could be several sessions.

Time & Date(s) to be determined depending on how many topics

Where: Staff Lounge

Topics to be Covered:

- COM’s mission, Ed Master Plan, GE Plan, Strategic Plan
- Major strengths of the college, e.g. transfer program, basic skills & ESL
- Major challenges (systems improvement, union contract requirements (UDWC, PAC, etc.), and their need to ask for assistance when frustrated.)
- The College Culture & its history
- OTHER BOARD POLICIES
- Resource allocation process (SARA MOVED THIS DOWN)
- Concept: we are all part of the ongoing and systematic evaluation to improve student learning and institutional effectiveness (kind of like what Linda mentioned “community”.)
Notes & Comments

(Feel free to add any suggestions or comments below that didn’t fit in the lists. Please include your initial.)

AG: It would be nice if the meetings were structured so that its part information transfer and part applied skill. There should also be some room for developing connections as a cohort. Also, while this may not be something the College may officially want to cover, new faculty do need to understand what has happened with the union over the past few years and how this has impacted the campus culture. Understanding the campus development plan may also be helpful. Other: club advisement?

LB: I hope we are able to emphasize the concept of “community” between all areas of the college. If we can include some of our classified leaders to help present/introduce to these new people, it would be fabulous (Classified Senate’s role in governance, their support to the educational mission, etc.).

1st Meeting – Wednesday, January 17 (10-2:00?), Staff Lounge

Welcome from President

Meet your Chairs and Admin Assistants & Deans – Introduce new faculty

Meet your Mentor (Sara)

Cabinet cook breakfast for new faculty?

- Logistics (10:00-12:00)

  Handbook with nuts and bolts (Ordering books, Media, Library – hours, books on reserve etc., email options, phone system, keys, Reprographics – ordering business cards – need form.

Distribute Resource card, Faculty & Staff Directory

Handy Handout -- Acronym List (Yo will start and pass to PDC)
MyCOM Portal

Admissions Info – Bob B – 1st day rosters, adds, drops, census.

HR

Classroom Management – (Angelina? Ken?)

Campus Safety – Mitch LeMay

- T & L
  
  Tenure Requirements (VPSL)
  
  Performance Evaluation (VPSL)

- Big Picture:

2nd Meeting – February (More focus on Big Idea & T& L)

- Logistics
  
  o Tech Stream
  
  o Presentation on Student Services and student support (tutoring, counseling, DSPS,

- Teaching & Learning

  o SLO – Assessment rubrics & templates
Moodle – D.E. Coordinator

Model demonstration of teaching strategy

Big Picture

History of College & College culture

WASC

3rd Meeting – March (More focus on Big Idea & T&L)

Logistics

- Withdrawals – (Faculty withdrawal)
- Mid-term grades

Teaching and Learning

- Curriculum Committee & CORs (Course Outline of Record)
- Model demo of teaching demo

Big Picture

- Committees

4th Meeting – April
Logistics

Teaching & Learning

Model demo of teaching demo

Big Picture

Resource allocation process

Mission, Ed Master Plan, Strategic Plan

5th Meeting – May

Logistics

Teaching & Learning

Model demo of teaching demo

Big Picture