



New Faculty Orientation Agenda

- 8-9:45 [In general session with rest of faculty]
- 9:45-10:00 *Break*
- 10-11:45 Morning Session
- Introductions and Welcome from the President (VPAA, President, 45 minutes)
Faculty Contract Basics (CCA Campus Chair, 30 minutes)
Student and Special Services Overview (VPSS, 30 minutes)
- 11:45-12:15 Brief Campus Tour
- 12:15-1:00 *Lunch (with rest of faculty)*
- 1:00-3:00 Afternoon Session (VPAA, VPSS, AS President)
- Intro to Luminis (getting them logged on, etc.)
First Day
- Seeing/Printing rosters
 - Dropping students/using the waitlist
 - Syllabus (req'd elements—refer to faculty contract)
 - Contact information
 - Course description
 - SLO's
 - Grading Criteria/
 - Other Grading Policies that Affect Grades
 - Attendance vs. Participation
 - Disability Statement
 - Weekly Assignment Plan
- After the First Day
- Census Drops
 - 30% Date
 - 60% Date
 - Absences/Substitutes/Change of Location
 - Student Conduct/Classroom Disturbances
 - Switchboard for Help
- End of the Semester
- Book Adoptions for Next Semester
 - Incompletes
- Where to Find the COR . . . Intro to Curricunet
- 3:00-3:15 *Break*
- 3:15-4:15 Informal Panel Discussion with Experienced Faculty Members
- 4:15-5:00 Campus/Personal Safety