



The Center for Learning
& Teaching Excellence
at ANDERSON UNIVERSITY

New Faculty Orientation

Monday, August 10th, 2020 • 8:30 - 2:30
Chapman Multi-media Room, Thrift Library

- 8:30 **Welcome**
Nathan Cox, Assist. Provost of Fac. Devel. and Core Curriculum; Director of the CLTE
Dr. Ryan Neal, Provost.
- 8:40 **Human Resources** – Welcome and Starting Strong
Amy Porpilia, Director of Human Resources
- 9:00 **AU's Commitment to Diversity and Inclusion**
Dr. James Noble, Vice President of Diversity and Inclusion
- 9:20 **Title IX and Student Development Support for Student Success** (info. for faculty and staff)
How to connect students to Counseling services.
Erin Maurer, Director of Counseling, Counseling Center
Title IX; AU CARE Team Student of Concern Report
Dr. Dianne King, Assoc. Vice President for Student Development, Dean of Student
Success/Title IX Coordinator
- 9:55 **Break**
(Staff and HR move to a different location; New faculty remain; 2019-2020 mid-year hires join.)
- 10:10 **Student Development Support for Student Success** (info. for faculty)
Beacon Academic Alert System, Academic Accommodations protocols, other Center for Student
Success services
Dr. Dianne King
- 10:30 **Center for Innovation and Digital Learning (CIDL)**
Instructional Design, Canvas Learning Management System, Mobile Learning/iPads, Design
Institutes, Faculty Learning Communities, Media Production, Opening week drop-in workshops.
Dr. Josh Herron, Dean of Online and Continuous Learning
Katie Wolfe, Learning Experience Designer
- 11:00 **Course Development**
Standard Syllabus Format, Syllabi Submission, *Canvas* Learning Management System
Calendars, Schedules
Academic Calendars, Monthly Meeting Schedule and Annual Campus Gatherings, IDEA Course
Ratings Administration Dates, Final Exam Dates, Book/Materials Orders
Guidance for a Successful Course
Five pieces of advice guidance (plus 1, because COVID makes everything different.)
Nathan Cox
- 11:15 **Break**

- 11:30 **Academic Information and Responsibilities Beyond the Teaching Space**
FERPA, AU Catalog, Roster Verification, Drop-Add Procedures, Administrative Withdrawal,
Grading Deadlines and other Critical Dates:
Liz Cranford, University Registrar
Elizabeth Nix, Associate Registrar
5 Obligations for Faculty During Each Term
Nathan Cox
- 12:00 **Lunch - Vandiver Art Gallery (with social distance and an outdoor dining option)**
- 12:45 **Review Processes and Teaching Feedback**
Professional Development Plans ("the PDP") and Annual Performance Reviews
Teaching Reviews – IDEA Course Evaluations, Peer and Supervisor Teaching Evaluations for
Seated and Online courses, Mid-Course Reviews
Nathan Cox
- 1:00 **Information Technology**
Office 360/passwords, wireless/wired networks, IT Helpdesk support/questions, IT security, Self-
Service, AU email, SharePoint file-sharing intranet, phones and voicemail, classroom multi-media
equipment and PC support.
Randall Roark, Coordinator of Academic Technology
Curt Kappenman, Security Compliance Officer / Systems Technician
- 1:30 **Center For Learning and Teaching Excellence (CLTE)**
Faculty Learning Series, Mid-Course Reviews, Faculty Mentors, Consultations, Faculty
Development Committee Funding, etc.
Nathan Cox
- 1:45 **Closing Remarks / Adjourn**
Other useful info., Reminders and To Do list items
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New Faculty Orientation continues with workshops throughout the academic year...

Info. on dates, locations and Zoom links will be provided soon.

New Faculty Workshop 1:

Thrift Library resources, services and library liaisons

New Faculty Workshop 2:

Peer Review, Annual Review/Professional Development Plan (PDP) Goals, and the Reappointment Tenure
and Promotion system

New Faculty Workshop 3:

Objectives Selection for IDEA Course Ratings and strategies for valid participation rates

New Faculty Workshop 4:

Interpreting results of IDEA Course Ratings and using data and resources to improve teaching