

New Faculty Orientation Kickoff Meeting Thursday, August 17, 2017

I. Program Outcomes

Upon completion of the New Faculty Orientation (NFO) Program, participants will be able to

1. demonstrate processes and techniques that lead to continuous improvement in teaching, scholarly and creative activities, and professional service
2. locate, describe, and adhere to the mission, values, and policies of Chadron State College (CSC)
3. utilize campus technologies effectively and identify faculty and student support systems for these technologies
4. identify, utilize, and construct resources for student success
5. describe the process of academic advising, identify useful resources, and evaluate and assist students with advising inquiries
6. develop a support network; determine offices and individuals who can assist in developing useful relationships
7. design a scholarly and creative activities plan as well as a professional service plan.

II. Orientation Meeting

Fall Meeting #0

Title: New Faculty Orientation Kickoff Meeting

Date: Thursday, August 17, 2017

Times: 8 am to 2 pm (with an optional 5 - 7 pm social gathering at The Bean Broker)

Locations: Old Admin 030, 031, and 332

A. Outcomes

Upon completion of the New Faculty Orientation (NFO) Kickoff Meeting, participants will be able to:

1. identify campus priorities based on the Master Academic Plan (MAP)
2. identify and discuss key faculty evaluation areas: teaching, scholarship, and service
3. define goals for 2017-2018 for evaluation purposes (with assistance from deans)
4. draft important "beginning of term" documents, such as goals, syllabi, and office hours
5. access campus systems for communications and productivity (Microsoft Office 365), grading and advising (MyCSC), online teaching (CSC Online/Sakai), leave requests and other human resources-related items (Firefly)
6. request instructional technology support and training
7. explain registration procedures and respond to questions likely to occur at the beginning of the term
8. describe the CSC student population and explain how it may differ from prior experiences
9. identify support personnel across campus and within the schools.

B. Agenda

Time	Location	Discussion/Activity
8-8:05 am	ADM 031	Welcome Message from NFO Facilitator <i>Tracy Nobiling, Professor of Justice Studies</i>
8:05-8:30 am	ADM 030	College Relations Photo & Bio Session <i>Tena Cook, Marketing Coordinator</i>
Post Photo Session		Continental Breakfast Served
8:30-9:00 am	ADM 031	Welcome Meeting and with CSC President and Vice President for Academic Affairs <i>Randy Rhine, President, and Charles Snare, VPAA</i>
9-9:15 am		Break!
9:15-9:30 am	ADM 332	In the Lab: HR-Related Items: Leave Reports and Firefly <i>Amee Diers, Assistant Director, Human Resources</i>
9:30-10:20 am	ADM 332	In the Lab: All Things Technical and Testing System Access – Computers, Applications, Network Policies, Office 365, Office Telephones, and System Access Test for Network, MyCSC, and Sakai <i>Kayla Junge, IT Analyst</i>
10:20-10:45 am	ADM 332	In the Lab: Basic MyCSC Functions; Or How to Access Rosters, Schedules and Student Information <i>Tracy Nobiling, NFO Facilitator & Professor of Justice Studies</i>
10:45-11:00 am		Break!
11:00 am -Noon	ADM 332	A Hands-On Workshop: Quality Initiatives, Goals, Schedules, and the Professional Activities Report (PAR) Criteria and Process <i>Joel Hyer, Jim Margetts, and Jim Powell, Academic Deans</i>
Noon-1:00 pm	ADM 031	Lunch with Deans, AVP, and the NFO Facilitator <i>Joel Hyer, Jim Margetts, and Jim Powell, Academic Deans; David Kendrick, AVP of Teaching & Learning Technologies, and Tracy Nobiling, Professor of Justice Studies</i>
1-1:15 pm	ADM 030	Instructional Technology Support: Mediated Classrooms, Web-Enhanced and Online Teaching, and Instructional Design <i>Jereme Patterson, IT Analyst; Sam Ballard, IT Specialist; Elizabeth Ledbetter, Instructional Technology & Design Specialist</i>
1:15-2 pm	ADM 030	Mediated Classrooms and Sakai Assistance <i>Open session for those interested in more guidance with mediated classrooms or Sakai. Jereme Patterson, IT Analyst, and Sam Ballard, IT Specialist</i>
5-7 pm	The Bean Broker	A Local Social for New Faculty <i>This is an optional, informal gathering designed to introduce faculty to some of what the town of Chadron has to offer. Spouses and significant others are welcome. The Bean Broker address: 202 W. 2nd Street; Chadron, NE 69337; 308.432.4500.</i>

C. Speakers & Facilitators

Name	Title
Sam Ballard	IT Specialist, Teaching & Learning Center
Tena Cook	Coordinator, College Relations & Marketing
Amee Diers	Assistant Director, Human Resources
Joel Hyer	Dean of Graduate Studies and the School of Business, Entrepreneurship, Applied and Mathematical Sciences, and Sciences
Kayla Junge	IT Analyst, Information Technology
David Kendrick	AVP, Teaching & Learning Technologies
Elizabeth Ledbetter	Instructional Technology & Design Specialist, Teaching & Learning Center
Jim Margetts	Dean of Essential Studies and the School of Liberal Arts
Tracy Nobiling	NFO Facilitator & Professor of Justice Studies
Jereme Patterson	IT Analyst, Teaching & Learning Center
Jim Powell	Dean of Curriculum and Accreditation and the School of Education, Human Performance, Counseling, Psychology, and Social Work
Randy Rhine	President, Chadron State College
Charles Snare	Vice President of Academic Affairs

D. Documents & Links

Name	Title
IT Services	http://www.csc.edu/technology/gettingstarted/employees/index.csc
Overview of Sakai	https://www.youtube.com/watch?v=mAcQT51U0Sw
Sakai Instructor Guide	https://sakai.screenstepslive.com/s/sakai_help/m/13990
LLC Faculty Services	http://www.csc.edu/library/facultyinfo.csc
Student Academic Calendar	http://www.csc.edu/academics/calendar/
HR Policies & Information	https://www.csc.edu/hr/policies.csc
NFO Website	http://academic.csc.edu/nfo/
Evaluation Process & Materials Related to the Professional Activities Report (PAR)	http://academic.csc.edu/nfo/wp-content/uploads/2017/08/nfo_evaluation_process_materials.pdf
Faculty Annual Goals Template (Word document to download, complete, and submit to your dean by August 31)	http://academic.csc.edu/nfo/wp-content/uploads/2017/08/faculty_annual_goals_template.docx