**Welcome Week**

**New Faculty Orientation**

Wednesday, August 14, 2019  
Session A: For New Permanent and Visiting Faculty (only)

School of Education, Health, & Human Performance Alumni Center (1st Floor, 86 Wentworth St)

<table>
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<th>Time</th>
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| 8:00 AM      | **Check-in – Light Breakfast Snacks**  
Meet and Greet with the Office of the Provost and Academic Affairs leadership team |
| 8:30 – 9:00 AM| **Welcome and Introductions**  
Frances C. Welch, Interim Provost and Executive Vice President for Academic Affairs  
Deanna M. Caveny, Associate Provost for Faculty Affairs  
Simon Lewis, Speaker of the Faculty, Faculty Senate |
| 9:00 – 10:15 AM| **New Faculty Introductions and the First-Year Experience**  
Facilitated by Lynne E. Ford, Associate Vice President for the Academic Experience  
- The College Reads! and Convocation – Lynne E. Ford  
- First-Year Experience – Sarah Owens, Director |
| 10:15 – 11:00 AM| **High-Impact Learning Experiences and Academic Engagement**  
Facilitated by Lynne E. Ford  
- High-Impact Learning Experiences – Lynne E. Ford  
- Undergraduate Research and Creative Activities – Beth Meyer-Bernstein, Director  
- Study Abroad – Sarah Simmonite, Center for International Education  
- Community Engagement – Stephanie Visser, Center for Civic Engagement  
- Internships – Kristin Wichmann, Career Center  
- Nationally Competitive Awards – Jesslyn Collins-Frohlich, Honors Faculty Fellow |
| 11:00 – 11:30 AM| **Resources for Faculty**  
Facilitated by Deanna Caveny  
- Office of Research and Grants Administration (ORGA) – Susan Anderson, Director, and Sara Stevenson, Research Protections & Compliance  
- Faculty Research and Development Grants – Brooke Van Horn, faculty representative for Research and Development Committee  
- Faculty Writers’ Retreats – Deanna M. Caveny |
| 11:45 – 1:00 PM| **Luncheon at the Faculty Club**  
Hosted by the Faculty Club and Office of the Provost and Academic Affairs.  
Faculty House (20 Glebe Street)  

Joined by Matt Roberts, Director of Athletics, Laura Lageman, Associate Director of Athletics, Vince Benigni, Faculty Representative to Athletics, and George Pothering, Faculty Club Member and Professor of Computer Science |
1:15 – 1:30 PM  
**Question & Answer Session**  
Facilitated by Deanna M. Caveny

1:30 – 2:00 PM  
**Academic Advising and Mentoring by Faculty**  
Facilitated by Lynne E. Ford  
- Academic Advising and Planning Center – Karen Hauschild, Director  
- Advising tools, Program of Study Management (POSM), Degree Works, and the Advising tab on MyCharleston

2:00 – 2:30 PM  
**Featured Programs**  
Facilitated by Deanna M. Caveny  
- Honors College – Trisha Folds-Bennett, Dean  
- REACH program – Edie Cusack, Executive Director  
- Sustainability Literacy as a Bridge to Addressing 21st Century Problems – Deb Bidwell, Senior Instructor of Biology and Faculty Development Fellow, Sustainability Literacy Institute, College of Charleston Quality Enhancement Plan (QEP)

2:30 – 2:45 PM  
**Break**

2:45 – 4:30 PM  
**Teaching and Learning Team (TLT)**  
Led by Zach Hartje, Director, Teaching and Learning Team

This session is open to all new faculty, including interested adjunct faculty. New adjunct faculty colleagues are welcome to join us in the Alumni Center of the School of Education, Health and Human Performance at 86 Wentworth Street.

**Teaching and Learning Team (TLT), Instructional Technologists**  
Mendi Benigni, School of Education, Health, and Human Performance  
Chris Meshanko, School of Humanities and Social Sciences  
Michael Overholt, of Languages, Cultures and World Affairs  
Laura Plotts, Academic Applications Administrator  
Katie Rose, School of Sciences and Mathematics  
Jessica Smith, Distance Education  
Chris Tilley, School of Business  
Jack Wolfe, School of the Arts
**Thursday, August 15, 2019**
Session B: For Adjunct, Permanent, and Visiting Faculty

School of Education, Health, & Human Performance Alumni Center (1st Floor, 86 Wentworth St)

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<td>8:30 – 9:00 AM</td>
<td>Welcome and Introductions</td>
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<tr>
<td></td>
<td>Andrew T. Hsu, President of the College of Charleston</td>
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<td>Deanna M. Caveny, Associate Provost for Faculty Affairs</td>
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<td>Simon Lewis, Speaker of the Faculty, Faculty Senate</td>
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<td>9:00 – 11:00 AM</td>
<td>Creating and Fostering Inclusive Learning Environments</td>
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<td>Facilitated by:</td>
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<td></td>
<td>• Renard Harris, Associate Vice President and Chief Diversity Officer, Office of Institutional Diversity</td>
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<td></td>
<td>• Hollis France, Director of Gender and Sexuality Equity Center</td>
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<td>• Kris De Welde, Director, Women’s and Gender Studies Program</td>
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<td></td>
<td>• Tanner Crunelle, Senior Undergraduate Student</td>
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<td></td>
<td>• Reagan Williams, Senior Undergraduate Student</td>
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<tr>
<td>11:00 – 11:30 AM</td>
<td>Important Policies and Questions</td>
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<td>Leya Nelson, Deputy Director, Office of Equal Opportunity Programs, and Deanna Caveny</td>
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<td></td>
<td>• Prohibition of Discrimination and Harassment</td>
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<td>• Reasonable Accommodation and Equal Access Policy</td>
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<td>• Consensual Relations Policy, Faculty/Administration Manual, Article IV.D.</td>
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<td>• Ethics Policy</td>
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<td>11:30 AM – 1:30 PM</td>
<td>27th Annual Back to School Picnic</td>
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<td>Campus-wide Picnic and Presentation of State Service Awards</td>
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<td>TD Arena (301 Meeting Street)</td>
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<td>Our group will travel together to the indoor picnic lunch (0.4 mile walk).</td>
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Program continues in Alumni Center at 1:30 p.m.
1:30 – 1:45 PM  
**Library Resources for Faculty**  
Christa Poparad, Associate Dean of Access, Instruction, and Assessment, College of Charleston Libraries  
- [Faculty Services Guide](#)  
- [“Ask Us” answers.library.cofc.edu](#)

2:00 – 3:00 PM  
**Academic Standards and Student Support Services**  
Facilitated by Mark Del Mastro, Associate Provost for Curriculum and Academic Administration  
- [Center for Student Learning](#) – Melinda Coleman, Director  
- Kate Tiller, Assistant Athletics Director for Student-Athlete Academic Services  
- [Center for Academic Performance and Persistence](#) – Michelle Futrell, Director  
- [Students of Concern Practices](#) – Jeri Cabot, Dean of Students  
- [Honor Code and XXF Grade](#) – Jeri Cabot  
- [Classroom Disruption Policy](#) – Jeri Cabot

3:00 – 3:15 PM  
**Break**

3:15 – 3:30 PM  
**Question & Answer Session**  
Facilitated by Deanna Caveny

3:30 – 5:00 PM  
**Course Administration and Academic Resources**  
Facilitated by Mark Del Mastro  
- Building an effective syllabus – Mark Del Mastro  
  - Syllabus policy and [sample syllabus statements](#)  
- [General Education](#) Assessment – Karen Smail, Faculty Coordinator for General Education  
- [Attendance verification & grade submissions](#) – Mark Del Mastro and Mary Bergstrom, University Registrar and Assistant Provost, [Office of the Registrar](#)  
- [FERPA](#) – Mary Bergstrom, University Registrar and Assistant Provost  
- [Religious accommodations](#) – Mark Del Mastro  
- Absences by students representing the College of Charleston – Mark Del Mastro  
- Other policies on faculty interactions with students – Mark Del Mastro  
  - Student grievance procedures  
  - Other policies in the [Faculty/Administration Manual](#), Section VIII  
- Mandatory in-class administration of [Course-Instructor Evaluations](#) – Deanna Caveny  
- Preferred First Names – Deanna Caveny  
- Disability accommodations policy and disability services – Deborah Mihal, Director, [Center for Disability Services](#)

5:15 – 6:15 PM  
**Professional Headshot Photoshoot for New Faculty (optional)**  
Sign up for this optional session at the registration tables in the lobby.

Join us in the Cistern Yard during this opportunity with the CofC Photographer. Images taken will later be distributed to you and your department/program via email, for use on CofC webpages and for professional purposes.

*More opportunities like this will be available through the Division of Marketing and Communication throughout the year. They will be announced on Yammer.*
Note for adjunct faculty  Optional additional training session on Wednesday, August 14

- An optional technology training class will be offered by our Teaching and Learning Team (TLT) to all interested faculty during Orientation Session A from 2:45 to 4:30 PM on Wednesday, August 14, 2019. All adjunct faculty members are welcome to attend this session. Interested adjunct faculty members may join us in the Alumni Center of the School of Education, Health, and Human Performance Building at 86 Wentworth Street.
- Faculty can also register to attend future classes offered by TLT. View the TLT Training calendar at [http://tlt.eventbrite.com](http://tlt.eventbrite.com).
- Alternatively, faculty video and text-based tutorials are available online on the OAKS blog at [TLT OAKS Support](http://tlt.eventbrite.com), and you can also email tlt@cofc.edu to set up a one-on-one consultation with your instructional technologist.

Note for all faculty  Optional reception on Friday, August 23, 2019

New Faculty Reception  
August 23, 2019 | 4:00 PM – 5:30 PM  
Marlene and Nathan Addlestone Library (205 Calhoun St)

The College of Charleston Libraries and Office of the Provost invite all new faculty to join us for the New Faculty Reception held in your honor. All faculty – both new and returning members – are invited to join us for a celebratory toast, to hear welcoming remarks from President Hsu and Interim Provost Welch, and to meet your colleagues.
**New Faculty Orientation**

**Friday, August 16, 2019**

Session C: For New Adjunct, Permanent, and Visiting Faculty

School of Education, Health, & Human Performance Alumni Center (1st Floor, 86 Wentworth St)

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<tr>
<td>8:30 AM</td>
<td>Check-in and Welcome – Light Morning Refreshments</td>
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<td>Check in with staff from the Office of Human Resources</td>
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<tr>
<td>9:00 – 9:10 AM</td>
<td>Welcome</td>
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<td>Ed Pope, Vice President for Human Resources</td>
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<td>9:10 – 9:30 AM</td>
<td>Deer Oaks – Employee Assistance Program</td>
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<td>Ed Pope</td>
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<td>9:30 – 9:45 AM</td>
<td>Public Safety Presentation</td>
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<td>Robert Reese, Chief of Police, Public Safety</td>
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<td>9:45 – 10:00 AM</td>
<td>Fire and EMS Presentation</td>
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<td>David McDonough, Fire and EMS</td>
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<td>10:00 – 10:10 AM</td>
<td>Perks</td>
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<td>Laurie Hogan, Academic Hiring and Records Coordinator</td>
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<td>10:10 – 11:30 AM</td>
<td>Benefits (adjunct faculty may leave early if they are not eligible for/or do not opt to receive health insurance benefits)</td>
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<td>Sandy Butler, Human Resources Benefits Manager</td>
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<td>11:30 – 11:45 AM</td>
<td>Leave Policies (information for regular and visiting faculty only)</td>
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<td>Sandy Butler, Human Resources Benefits Manager</td>
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<tr>
<td>11:45 AM – Noon</td>
<td>Payroll (information for regular and visiting faculty only)</td>
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<td>Cheryl Drum, Budget and Payroll Services</td>
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Complete online by August 31, 2019

Please complete the online training sessions listed below by August 31, 2019 and complete all additional sessions listed at http://academicaffairs.cofc.edu/newfaculty/training.php within your first month. All CougarEd courses will be automatically assigned to you. You will receive an email notification with a link to CougarEd, where you can sign in using your CofC email and password. Each course is accompanied by a brief assessment.

Discrimination and Harassment Prevention – CougarEd Course

The objectives of this course are to:

- Give you tools to recognize and respond to potential discrimination, harassment and retaliation
- Provide guidance on how you can help prevent discrimination and harassment
- Understand campus resources available to help you, fellow employees, and our students

Sex Discrimination and Harassment Prevention – CougarEd Course

The objectives of this course are to:

- Understand what conduct is prohibited under our policies
- Identify campus resources available to help you, your colleagues, employees, and our students
- Prevent sexual misconduct before it occurs by identifying problematic behavior
- Empower you to safely address sex discrimination and other forms of sexual misconduct

Workplace Violence Policy – CougarEd Course

The objectives of this course are to:

- Understand college policy pertaining to workplace violence
- Know how to recognize and report workplace violence
- Know where to find additional resources to help you and other employees

Run. Hide. Fight.™ – CougarEd Course

This video is intended to help you respond and survive should a violent event occur. This information is provided and based on the Department of Homeland Security and FBI's latest instructional materials. This video provides you with some key steps to follow should you find yourself in a crisis situation similar to the one portrayed.

FERPA Online Training and Assessment – MyCharleston Quiz

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law that protects the privacy of student education records. The Act applies to all institutions that are the recipients of federal aid administered by the Secretary of Education. Under this Act, students have specific, protected rights regarding the release of such records. FERPA requires that institutions adhere strictly to these guidelines. It is imperative that faculty and staff have a working knowledge of FERPA guidelines before releasing educational records. Please feel free to reference the Department of Education’s webpage and PowerPoint on FERPA basics.

To access the online FERPA quiz, log in to my.cofc.edu > Home tab > FERPA Quiz channel. Before taking the quiz, please review the FERPA Overview and Quick Tips. Use your COUGARS login and password to log into the quiz. The quiz takes approximately 5-10 minutes to complete. You may take the quiz more than once. A score of 10 or better is considered passing. Please achieve a passing score before your first day of class. Additional information and forms regarding FERPA are available on the Office of the Registrar’s FERPA webpage.

Additional Training: Please go to http://academicaffairs.cofc.edu/newfaculty/training.php for information on how to set up MyCharleston, OAKS (our learning management system), Self-Service Banner, Self-Service Password Recovery, Multi-Factor Authentication, and campus wifi, as well as information about technology orientation options, classroom access codes, and more.

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1 The phrase "Run. Hide. Fight." is a registered trademark of the City of Houston.