Tuesday, August 16, 2022

Avery Research Center for African American History and Culture

Parking at PG Garage, St. Philip Street (“north” of Calhoun Street)
Shuttle transportation 8:15 – 9:00 a.m.

8:30 - 9:00 a.m. – Continental Breakfast – Meet & Greet with College of Charleston deans

Wes Dudgeon, Interim Dean, School of Health Sciences
H. Gibbs Knotts, Dean, School of Humanities and Social Sciences
Edward Hart, Dean, School of the Arts
Tim Johnson, Dean, School of Languages, Cultures and World Affairs
Kameelah Martin, Dean of the Graduate School
Beth Meyer-Bernstein, Dean of the Honors College
Paul Schwager, Dean, School of Business
Sebastian van Delden, Dean, School of Sciences and Mathematics
William Veal, Speaker of the Faculty
Frances C. Welch, Dean, School of Education
John White, Dean, College of Charleston Libraries

8:30 - 10:00 a.m. – Marketing and Communications to take new faculty headshots

9:00 - 9:15 a.m. – Welcome to the Avery Research Center for African American History and Culture and to the College of Charleston as new faculty members

Tamara Butler, Executive Director, Avery Research Center for African American History and Culture
Deanna M. Caveny, Associate Provost for Faculty Affairs

9:15 - 10:15 a.m. – New Faculty Introductions and Creating & Fostering Inclusive Learning Environments

Facilitated by:
Deanna Caveny, Associate Provost for Faculty Affairs
Margaret Hagood, Director, Center for Excellence in Teaching and Learning
10:30 – 11:30 a.m. – Your Class and Your Students: Policies, Management and Engagement

Facilitated by Mark Del Mastro, Associate Provost for Academic and International Programs

This session will address College of Charleston policies for course syllabi, faculty interactions with students, attendance policies, attendance verification, and grade submission. Working with your new faculty colleagues, you will explore common scenarios and resolutions.

11:30 a.m. - Noon – Some Next Steps

The College Reads! and Convocation - Chris Korey

Our 2022-2023 selection for The College Reads! is *How the Word is Passed: A Reckoning with the History of Slavery Across America*, by Clint Smith. You will be provided a copy of the book through your department.

New Faculty Institute - Margaret Hagood

General Q&A - Deanna Caveny

Noon - 1:00 p.m. – Lunch and Welcome by Provost Suzanne Austin

1:00 – 2:45 p.m. – Active Working Session with Instructional Technologists, along with Onboarding Assistance (as needed)

Teaching and Learning Team, Instructional Technologists

Mendi Benigni, School of Education and School of Health Sciences (benignim@cofc.edu)
Michael Bommarito, School of the Arts (bommaritom@cofc.edu)
Debby Marindin, School of Humanities and Social Sciences (marindindj@cofc.edu)
Katie Metz, School of Sciences and Mathematics (metzkh@cofc.edu)
Tamara Pradel, School of Languages, Cultures, and World Affairs (pradelt@cofc.edu)
Victor Ruiz, School of Business (ruizv@cofc.edu)

Onboarding Assistance
Deanna M. Caveny, Associate Provost for Faculty Affairs

3:00 – 4:00 p.m.
Academic Standards and Student Support

Co-Facilitated by Chris Korey, Associate Provost for Student Success, and Alicia Caudill, Executive Vice President for Student Affairs

This session focuses on the ways we foster and support student engagement, success, and wellness, including our academic support services and student wellness services. You will meet some key leaders in those endeavors and learn how to best use our policies and services to support student success and wellness.
You will be enrolled in online training modules in CougarEd, our employee learning management system. Once enrolled, you will be notified via email. Please complete the online training sessions by mid-October.

**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

**DiversityEDU – Faculty and Staff: Personal Skills for a Diverse Campus**
This course is about:
- Deepening your engagement with diversity at the College of Charleston,
- Communicating effectively with students and your peers, and
- Making informed and successful decisions about teaching, hiring, and other matters.
It will present skills based on social science research and will also provide you an opportunity to refresh skills that you already have.

**FERPA Online Training and Assessment – CougarEd Course**
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 law applies to all educational agencies and institutions that receive funds under any program administered by the U.S. Department of Education. Under this Act, students have specific, protected rights regarding the release of such records. It is imperative that College of Charleston employees with access to student education records comply with FERPA and protect these records according to the law. The Office of the Registrar provides detailed information on their [FERPA webpage](http://ferpa.charleston.edu) regarding requirements and release forms. Additional details regarding FERPA can be found by visiting the U.S. Department of Education Family Policy Compliance webpage.

If you are a College of Charleston employee or school official with access to student education records, you are obligated to comply with FERPA and to protect those records according to law. It’s the right thing to do. Our students depend on us to keep their academic information confidential.

A [CougarED](http://cougared.charleston.edu) course has been developed to provide users with a baseline knowledge of FERPA. Once you enter [CougarEd](http://cougared.charleston.edu), search the Catalog for "FERPA" to enroll in the course and complete the FERPA quiz. The course includes a FERPA overview and FERPA Quick Tips. Once you have completed your review, take the online FERPA quiz. A score of 70% or higher is considered passing. You may take the quiz more than once.
College of Charleston Privacy Policy – CougarEd Course
The College of Charleston is committed to the responsible use of information, which includes protecting personal and business data from unauthorized use or disclosure. You are required to read, understand, and comply with the College’s Privacy Policy. This short video is designed to help you understand your obligations under this policy.

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. ™ 1 – 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.

Important Policies
The following policies are mandatory reading for all new faculty members. Except where otherwise indicated, they are posted at policy.cofc.edu.
- Prohibition of Discrimination and Harassment – Policy 9.1.10
- Interim Title IX Sexual Harassment Policy and Grievance Procedure – Policy 9.5.1
- Reasonable Accommodation and Equal Access Policy – Policy 9.1.11
- Consensual Relations Policy – Section IV.D of our Faculty/Administration Manual, which can be found at https://academicaffairs.cofc.edu/fam.pdf.
- Ethics Policy – Policy 9.1.9

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

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