Offered virtually in MyCharleston at my.cofc.edu.

In MyCharleston, click on the OAKS acorn icon, then open the New Faculty Orientation course
All Zoom sessions are inside OAKS

Sessions scheduled throughout February – Details Below

All Zoom session links are inside OAKS course, titled New Faculty Orientation

By appointment
Office of the Provost's Virtual Appointments for Onboarding Assistance
Deanna M. Caveny, Associate Provost for Faculty Affairs
Anastasia Gilpatrick, Project Manager and Director of Technology
Zainab Hussain, Administrative Assistant

If you are having trouble getting onboarded (including access to email, MyCharleston, or OAKS), please email Anastasia Gilpatrick at abemelia@cofc.edu.

Thursday, February 11
9:00 – 9:30 am
Welcome and Introductions – for all new faculty
Andrew T. Hsu, President
Suzanne Austin, Executive Vice President for Academic Affairs and Provost
Deanna M. Caveny, Associate Provost for Faculty Affairs
Mark Del Mastro, Associate Provost for Academic and International Programs
Lynne Ford, Associate Vice President for the Academic Experience

Other welcome messages videotaped and available in OAKS
- Simon Lewis, Speaker of the Faculty
- Edward Hart, Dean, School of the Arts
- Alan Shao, Dean, School of Business
- Frances C. Welch, Dean, School of Education, Health, and Human Performance
- H. Gibbs Knotts, Dean, School of Humanities and Social Sciences
- Tim Johnson, Dean, School of Languages, Cultures and World Affairs
- Sebastian van Delden, Dean, School of Sciences and Mathematics
- Beth Meyer-Bernstein, Dean of the Honors College
- H. Gibbs Knotts, Interim Dean of the Graduate School
- Mary C. Bergstrom, University Registrar and Assistant Provost
Week 1 – February 2 and 4

Monday, February 1
Office of the Provost’s Onboarding Assistance Session
Deanna M. Caveny, Associate Provost for Faculty Affairs
Anastasia Gilpatrick, Project Manager and Director of Technology
Zainab Hussain, Administrative Assistant

If you are having trouble accessing your email, MyCharleston, or OAKS, feel free to join this session for assistance from Zainab Hussain, Administrative Assistant.

Tuesday, February 2
3:00 – 4:30 pm
Course Administration and Academic Resources – mandatory session for all new faculty
Facilitated by:
Mark Del Mastro, Associate Provost for Academic and International Programs
Mary Bergstrom, University Registrar and Assistant Provost, Office of the Registrar

- Building an effective syllabus – Mark Del Mastro
  - Syllabus policy and sample syllabus statements
- General Education Assessment – Karen Smail, Faculty Coordinator for General Education
- Essential use of OAKS – Mark Del Mastro
- Attendance verification & grade submissions – Mark Del Mastro and Mary Bergstrom
- FERPA – Mary Bergstrom
- Religious accommodations – Mark Del Mastro
- Student absences and course attendance policies – 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

Thursday, February 4
4:00 – 4:45 pm
General Question & Answer Session - drop-in for all new faculty, as needed
Facilitated by Deanna Caveny
Week 2 – February 9 and 11

Tuesday, February 9
3:15 – 4:15 pm

Academic Standards and Student Support Services – mandatory session for all new faculty

Facilitated by Lynne Ford, Associate Vice President for the Academic Experience

- Student Engagement – Lynne Ford
- Center for Student Learning – Melinda Coleman, Director
- Kate Tiller, Assistant Athletics Director for Student-Athlete Academic Services
- Center for Academic Performance and Persistence – Bruce Fleming, Interim Director
- Alicia Caudill, Executive Vice President for Student Affairs
- FAST System and Students of Concern

Thursday, February 11
9:00 – 9:30 am

Welcome and Introductions – for all new faculty

Andrew T. Hsu, President
Suzanne Austin, Executive Vice President for Academic Affairs and Provost
See additional details above

Thursday, February 11
9:30 – 11:00 am

Teaching and Learning Team (TLT) – valuable for all new faculty

Zach Hartje, Director, Teaching and Learning Team
Silvia Rodríguez Sabater, Faculty Coordinator for Online Education

This session is open and valuable to all new faculty – permanent, visiting, and adjunct faculty.

Teaching and Learning Team (TLT), Instructional Technologists
Mendi Benigni, School of Education, Health, and Human Performance
Debby Marindin, School of Humanities and Social Sciences
Michael Overholt, School of Languages, Cultures and World Affairs
Laura Plotts, Academic Applications Administrator
Katie Rose, School of Sciences and Mathematics
Chris Meshanko, Distance Education
Vacant, School of Business
Alea McKinley, School of the Arts
Kim Knox, Student Instructional Technology Support
Week 3 – February 16 and 11

Tuesday, February 16  
3:00 – 4:00 pm  
Student Affairs’ Student Support Services and Policies – mandatory session for all new faculty

Facilitated by Mark Del Mastro, Associate Provost

- Disability accommodations policy and student disability services – Deborah Mihal, Director, Center for Disability Services
- Honor Code and XXF Grade – Alicia Caudill, Executive Vice President for Student Affairs
- Classroom Disruption Policy – Alicia Caudill
- Cougar Pledge – Alicia Caudill

Thursday, February 18  
10:00 – 10:45 am  
Important Policies – mandatory reading for all new faculty, plus mandatory modules in CougarED – drop-in live session, attendance encouraged

Kimberly Gertner, Director, Office of Equal Opportunity Programs
Leya Nelson, Deputy Director, Office of Equal Opportunity Programs
Deanna Caveny, Associate Provost for Faculty Affairs

- Prohibition of Discrimination and Harassment
- Interim Title IX Sexual Harassment Policy and Grievance Procedure
- Reasonable Accommodation and Equal Access Policy
- Consensual Relations Policy, Faculty/Administration Manual, Article IV.D.
- Ethics Policy
Week 4 – February 23 and 25

Tuesday, February 23
4:00 – 5:45 pm

Library Resources for Faculty – optional Question and Answer session

Christa Poparad, Associate Dean of Access, Instruction, and Assessment

- Library Website
- Faculty Services Guide
- Access & Instruction Desk

Thursday, February 25
TIME TBD (45 min)

Research and Development Resources for Faculty – optional Question and Answer session

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 – Mike Larsen, Chair, Faculty Research and Development Committee
- Faculty Writers’ Retreats – Deanna M. Caveny
Complete online by Monday, March 15 (or other specified date)

Please complete the online training sessions listed below by Monday, March 15, 2021, along with all additional sessions listed at http://academicaffairs.cofc.edu/newfaculty/training.php. All CougarEd courses will be automatically assigned to you. You will receive an email notification with a link to CougarEd (cofc.myabsorb.com), 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

DiversityEDU modules – CougarEd Course
   This DiversityEDU program for faculty and staff is divided into three parts and focuses on engagement with diversity, communication for inclusion, and the influence of unconscious bias. The robust, interactive module is meant to educate faculty and staff about situations they may encounter at the College and how to prepare for them and handle them better.

   “When there are these unseen obstacles, you kind of hold back what your strengths might be,” says Rénard Harris, CofC’s vice president of access and inclusion and chief diversity officer. “We want to unleash the beautiful side of ourselves. Those attributes — the ones that make us unique — could really enhance the community.”

   To access DiversityEDU, employees may log onto CougarED and either search for "Faculty and Staff: Personal Skills for a Diverse Campus" or locate the course under "My Courses." Employees will also receive an email notification for this course once it has been assigned to you in CougarED. DiversityEDU modules should be completed by June 30, 2021.

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.

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 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 course has been developed to provide users with a baseline knowledge of FERPA. Once you enter CougarEd, 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.

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 Wi-Fi, 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.