Offered virtually in MyCharleston at my.cofc.edu.

In MyCharleston, click on the OAKS acorn icon, then open the New Faculty Orientation course

Monday, August 17, 2020

9:00 – 10:15 AM  
New Faculty Introductions and the First-Year Experience - for new permanent and visiting faculty only – participation expected

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

- The College Reads! and Convocation – Lynne E. Ford
  Our 2020-2021 selection for The College Reads! is The Line Becomes a River: Dispatches from the Border, by Francisco Cantú. You may pick up a copy from the loading dock of Addlestone Library (10:00 am – 2:00 pm, Mondays through Thursdays) or in New Student Programs (located in the small one-story building behind the Lightsey Center).
- First-Year Experience – Sarah Owens, Director
- Faculty Introductions (group exercise)

10:30 – 11:30 AM  
Human Resources Help Sessions – drop-in for new permanent and visiting faculty, as needed – new adjunct faculty will be contacted separately by a member of our Human Resources team for individual appointments

Sandy Butler, Human Resources Benefits Manager
Julie Birt, Benefits Counselor

By appointment  
Office of the Provost’s Virtual Appointments for Onboarding Assistance

Deanna M. Caveny, Associate Provost for Faculty Affairs
Cathy Peebles, Office Manager, Office of the Provost
Beth Murphy, Assistant to the Provost for Budget and Personnel
AnaGilpatrick, Project Manager and Director of Technology
Zainab Hussain, Office Assistant

If you are having trouble getting onboarded (including access to email, MyCharleston, or OAKS), please email Cathy Peebles at peeblesc@cofc.edu to schedule an appointment with one of us.
Welcome and Introductions – for all new faculty

Suzanne Austin, Provost and Executive Vice President for Academic Affairs
Deanna M. Caveny, Associate Provost for Faculty Affairs
Mark Del Mastro, Associate Provost for Curriculum and Academic Administration
Lynne Ford, Associate Vice President for the Academic Experience

Other welcome messages videotaped and available in OAKS
- Andrew Hsu, President
- Simon Lewis, Speaker of the Faculty
- Valerie Morris, 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, Interim Dean, School of Humanities and Social Sciences
- Tim Johnson, Dean, School of Languages, Cultures and World Affairs
- Sebastian van Delden, Interim Dean, School of Sciences and Mathematics
- Beth Meyer-Bernstein, Interim Dean of the Honors College
- Godfrey Gibbison, Interim Dean of the Graduate School
- Andrew Sobiesuo, Associate Provost and Director, Center for International Education
- Mary C. Bergstrom, University Registrar and Assistant Provost

Creating and Fostering Inclusive Learning Environments – mandatory session for all new faculty

Facilitated by:
- Renard Harris, Associate Vice President and Chief Diversity Officer, Office of Institutional Diversity
- Hollis France, Director of Gender and Sexuality Equity Center
- Kris De Welde, Director, Women’s and Gender Studies Program

General Question & Answer Session - drop-in for all new faculty, as needed

Facilitated by Deanna Caveny

Office of the Provost’s Virtual Appointments for Onboarding Assistance

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**Wednesday, August 19, 2020**

**9:00 – 10:45 AM**

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

Mark Del Mastro, Associate Provost for Curriculum and Academic Administration  
Silvia Rodríguez Sabater, Faculty Coordinator for Distance Education  
Zach Hartje, Director, Teaching and Learning Team

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 Meshankos, Distance Education  
Chris Tilley, School of Business  
Alea McKinley, School of the Arts  
Kim Knox, Student Instructional Technology Support

**11:30 AM – 12:15 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

**1:30 – 2:15 PM**

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

**2:30 – 3:00 PM**

General Question & Answer Session - drop-in for all new faculty, as needed

Facilitated by Deanna Caveny
Thursday, August 20, 2020

9:00 – 10:30 AM  
Course Administration and Academic Resources – mandatory session for all new faculty
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
- Essential use of OAKS – Mark Del Mastro
- 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
- 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

11:00 – 11:45 AM  
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
- Jeri Cabot, Dean of Students
- FAST System and Students of Concern

1:00 – 1:50 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 – Jeri Cabot, Dean of Students
- Classroom Disruption Policy – Jeri Cabot
- Cougar Pledge – Jeri Cabot
Friday, August 21, 2020

9:00 – 9:45 AM  
**Academic Advising and Mentoring by Faculty** – recommended session for new permanent and visiting 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

10:00 – 10:45 AM  
**High-Impact Learning Experiences and Academic Engagement** - optional Question and Answer session  
Facilitated by Lynne E. Ford  
- High-Impact Learning Experiences – Lynne E. Ford  
- Undergraduate Research and Creative Activities – Charlie Calvert, 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

11:15 AM – Noon  
**Featured Programs** - optional Question and Answer session  
Facilitated by Deanna M. Caveny  
- Honors College – Beth Meyer-Bernstein, Interim Dean  
- REACH program – Edie Cusack, Executive Director  
- Sustainability Literacy Institute, College of Charleston Quality Enhancement Plan (QEP), Jen Wright, Sustainability Faculty Fellow

1:00 – 1:30 PM  
**Important Policies** – mandatory reading for all new faculty, plus mandatory modules in CougarED – drop-in live session, as needed  
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  
- Reasonable Accommodation and Equal Access Policy  
- Consensual Relations Policy, Faculty/Administration Manual, Article IV.D.  
- Ethics Policy
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

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.

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