Offered virtually in MyCharleston at my.cofc.edu.

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

\[
\text{Monday, August 16, 2021}
\]

8:30 – 8:50 AM  Welcome – for new permanent and visiting faculty

Suzanne Austin, Provost and Executive Vice President for Academic Affairs
Deanna M. Caveny, Associate Provost for Faculty Affairs
Margaret Hagood, Director, Center for Excellence in Teaching and Learning

9:00 – 10:30 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 2021-2022 selection for The College Reads! is *The Story of More*, by Hope Jahren. You will be provided a copy of the book through your department.
- **First-Year Experience** – Sarah Owens, Director
- Faculty Introductions (group exercise)

11:00 AM – noon  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  Onboarding Assistance from Office of the Provost (Virtual or In-Person)

Deanna M. Caveny, Associate Provost for Faculty Affairs
Amy Goble, Office Manager, Office of the Provost
Ana Gilpatrick, Project Manager and Director of Technology
Raquel Gleicher, Faculty Secretariat and Administrative Assistant

If you are having trouble getting onboarded (including access to email, MyCharleston, or OAKS), please email Amy Goble at gobleep@cofc.edu to schedule an appointment with one of us.
Tuesday, August 17, 2021

8:00 – 8:45 AM  
Welcome and Introductions – for all new faculty

Andrew T. Hsu, President  
Suzanne Austin, Provost and Executive Vice President for Academic Affairs  
Deanna M. Caveny, Associate Provost for Faculty Affairs  
Mark Del Mastro, Associate Provost for Academic and International Programs  
Margaret Hagood, Director, Center for Excellence in Teaching and Learning

Other guests and members of the welcome team:
- Lynne Ford, Associate Vice President for the Academic Experience
- 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
- Simon Lewis, Speaker of the Faculty
- Kameelah Martin, Dean of the Graduate School
- Beth Meyer-Bernstein, Dean of the Honors College
- Alan Shao, Dean, School of Business
- Sebastian van Delden, Dean, School of Sciences and Mathematics
- Frances C. Welch, Dean, School of Education, Health, and Human Performance
- John White, Dean, College of Charleston Libraries

9:00 – 10:30 AM  
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, Chair, Department of Political Science, and Interim Co-Director, Gender and Sexuality Equity Center
- Kris De Welde, Director, Women’s and Gender Studies Program

11:00 – 11:45 AM  
General Question & Answer Session - drop-in for all new faculty, as needed

Facilitated by Deanna Caveny

By appointment  
Onboarding Assistance from Office of the Provost (Virtual or In-Person)

If you are having trouble getting onboarded (including access to email, MyCharleston, or OAKS), please email Amy Goble at gobleep@cofc.edu to schedule an appointment.
Wednesday, August 18, 2021

9:00 – 10:45 AM  Learning Resources for Online, Hybrid, and Face-to-Face Courses – very valuable for all new faculty

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

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

Teaching and Learning Team (TLT)
Chris Meshanko, Training and Development Coordinator, Online Education
Laura Plotts, Academic Applications Administrator
Instructional Technologists
Mendi Benigni, School of Education, Health, and Human Performance, Library, and EDLS
Debby Marindin, School of Humanities and Social Sciences
Katie Metz, School of Sciences and Mathematics
Victor Ruiz, School of Business
Kim Knox, Student Instructional Technologist, https://blogs.cofc.edu/sits/
TBD, School of the Arts
TBD, School of Languages, Cultures, and World Affairs

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 19, 2021

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 - Syllabus policy and [sample syllabus statements](#)
- Essential use of OAKS
- [Attendance verification & grade submissions](#) – Mark Del Mastro joined by Lisa Chestney, Interim Registrar, [Office of the Registrar](#)
- Religious accommodations
- Student absences and course attendance policies
- Other policies on faculty interactions with students
  - Student grievance procedures
  - Other policies in the [Faculty/Administration Manual](#), Section VIII
- Mandatory in-class administration of Course-Instructor Evaluations
- Preferred First Names

11:00 AM – 12:15 PM  
**Academic Standards and Student Support Services** – mandatory session for all new faculty

Co-facilitated by:
Lynne Ford, Associate Vice President for the Academic Experience  
Alicia Caudill, Executive Vice President for Student Affairs

- Student Engagement – Lynne Ford and Alicia Caudill  
- [Center for Student Learning](#) – Melinda Coleman, Director  
- Kate Tiller, Senior Associate Athletic Director for Student-Athlete Success  
- Lizzy Lesley, Director of Student-Athlete Academic Services  
- [Center for Academic Performance and Persistence](#) – Jess Zuber, Director  
- FAST System and Students of Concern – Alicia Caudill  
- COVID-19 public health measures, Student Health Services – Lee Penny, Director, and Bridget McLernon Sykes, COVID-19 Campus Resource Team Lead  
- Counseling Center, Rachael McNamara, Outreach Prevention

1:15 – 2:00 PM  
**Student Affairs' Student Support Services and Policies** – mandatory session for all new faculty

Facilitated by Mark Del Mastro

- Disability accommodations policy and student disability services – Deborah Mihal, Director, [Center for Disability Services](#)  
- Honor Code and XXF Grade – Dave Aurich, Interim Dean of Students  
- [Classroom Disruption Policy](#) – Dave Aurich  
- Cougar Pledge – Dave Aurich or Alicia Caudill
Friday, August 20, 2021

10:00 – 10:45 AM

Important Policies – mandatory reading for all new faculty, plus mandatory modules in CougarED, listed below – drop-in live session, as needed

Kimberly Gertner, 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

College of Charleston Online Training
For New Adjunct, Regular, and Visiting Faculty

Complete online by Friday, September 24, 2021

Please complete the online training sessions listed below by Friday, September 24, 2021, along with all additional sessions listed at https://academicaffairs.cofc.edu/faculty/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

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 https://academicaffairs.cofc.edu/faculty/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.

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