



New Tenure Faculty Professional Learning Orientation

Thursday, August 17, 2017

Meet in Doyle Library, Room 4245

Agenda

- 8:00 – 8:20am **Coffee and Conversation with Department Chairs & Deans**
- 8:20 – 8:35am **Dr. Frank Chong** – Superintendent/President
- 8:35 – 9:00am **Your First Year – The Academic Affairs and Student Services Perspective**
Mary Kay Rudolph – Senior Vice-President, Academic Affairs
Jane Saldana-Talley – Vice-President, Petaluma Campus
Pedro Avila – Vice-President, Student Services
- 9:00 – 9:45am **Review the agenda and Introductions**
- 9:45 – 10:15am **Critical Procedures and Deadlines for Your First Semester**
Vayta Smith – Director, Admissions and Records
Debra Reidmuller - Coordinator, Student Academic Records, A&R
- 10:15 –10:25am **10 min Break**
- 10:25 – 10:55am **COR (Course Outline of Record), Syllabus, and NOA (Notice of Absence) reporting**
Tara Jacobson, Faculty Coordinator, Professional Development
- 10:55 –11:20am **Academic Integrity**
Robert Ethington, Dean, Student Affairs and Engagement Programs
- 11:20 – 11:35a.m **Introduction to Disability Resources**
Tara J. Johnson– Coordinator, Disability Support Services
- 11:35 – 11:40am **5 minute stretch break**
- 11:40 – 12:15 **Benefits and Payroll forms**
Sarah Hopkins, Director, Human Resources
Deepa Desai, Manager, Payroll
Louise Burke, Benefits Specialist, Human Resources
- 12:15 – 1:15pm **Lunch Break** –Lunch provided

Program Continued on back





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Meet in Center for Excellence in Teaching and Learning (CETL)
Doyle Library, 3rd Floor, Room 4421

1:15 - 2:00pm Classroom Technology Sessions

Tara Jacobson, Faculty Coordinator, Professional Development
Mike Roth, Manager, Instructional Computing

2:00- 2:45pm Basics of Canvas

Liz Du Pleiss, Instructional Designer, Distance Education Program

2:45 - 3:15pm Wrap-up and Questions

Tara Jacobson, Faculty Coordinator, Professional Development
Lauralyn Larsen, Faculty Coordinator, Professional Development

Program Continued on back