



**The Center for Learning
& Teaching Excellence**
at ANDERSON UNIVERSITY

New Faculty Orientation - Opening Session 1

Wednesday, August 7th, 2024 • 9:00 - 2:30

Student Center Banquet Hall

9:00 Welcome

Opening Prayer

Dr. Ryan Neal, Provost

Today's Agenda, The Year-Long Orientation Program, support "courses" in Canvas

Nathan Cox, Associate Provost and Director of the Center for Learning and Teaching Excellence

9:15 Information Technology

Office 365, wireless/wired networks, Single Sign-on (for AU email, Workday, Canvas, etc.)

Phones and voicemail, classroom multi-media equipment, and PC support. IT Helpdesk and Workday KACE support/questions.

Randall Roark, Director of Classroom Technology and Media Services

Cyber Security

Curt Kappenman, Director of Information Security and Compliance

9:35 Student Development Support for Academic Success

Trojan Care Network (Pharos 360)

Tyrome Philson, Dean of Student Engagement and Support

Student Counseling Services

Kathie Davenport, Clinical Counselor, Thrive Counseling Center

Center for Student Success

Genia Berndt, Dean of Student Success

10:05 Break

10:15 Five Pieces of Advice for a Successful Course

Nathan Cox, Director of the CLTE

10:40 Registrar Processes and Info.

AU Catalog, Roster Verification, Drop-Add Procedures, Administrative Withdrawal, Grading Deadlines, FERPA

Brianne Satterfield, Associate Registrar

11:00 Break

11:10 Academic Matters and Responsibilities Beyond the Teaching Space

Nathan Cox, Director of the Department of Redundancy Department

Course Development

Standard Syllabus Format and course calendars, expected use of *Canvas* LMS

Calendars and Schedules

Academic Calendars, Important Dates Calendar, monthly meetings and annual campus gatherings

A Summary of the Obligations for all Faculty During Every Term

1. Syllabus Submissions
2. [Student Attendance Recording](#) – mandatory in Canvas
3. [Academic Accommodations](#) – mandatory if prescribed
4. [Attendance/Participation Verification](#) (“Roster Reconciliation”) – mandatory before deadline
5. [Administrative Withdrawal](#) – mandatory if absence threshold surpassed
6. [Undergraduate](#) and [Graduate Academic Integrity Policy](#) and [Reporting Form](#) (if needed)
7. [Trojan Care Network Alerts](#) (if needed)
8. [IDEA Course Rating Objective Selection](#) – consult with your Chair/Dean
9. [Book Adoptions](#) – mandatory before deadline; consult with your Chair/Dean
10. [Final Grades Submissions](#) – mandatory before deadline

Academic Affairs Canvas resources

Common forms and documents, policies, useful links, committee info. etc.

Workday

Instructor of Record Dashboard and Workday Instructor of Record Training Canvas course

12:00 **Lunch**

12:45 **Thrift Library Resources**

Dr. Melanie Croft, Director of Library Services

1:05 **Center for Global Engagement**

Dr. Ann Themistocleous, Director of the Center for Global Engagement

1:15 **Center for Innovation and Digital Learning (CIDL)**

Instructional Design, Canvas Learning Management System, Mobile Learning/iPads, Design Institutes. Media Production, Opening week drop-in workshops.

Canvas Learning Management System Workshop (NFO Opening Session 2) this Friday.

Dr. Chad Treado, Associate Director of the CIDL, Senior Learning Designer

1:45 **Break**

iPad distribution

2:00 **Reappointment, Tenure and Promotion - Just the Basics** (Workshop to follow later in August)

What you need to know now:

Professional Development Plans (“the PDP”) and Annual Performance Reviews

IDEA Course Evaluations

Peer and Supervisor Teaching Evaluations

Nathan Cox (Neutral Advisor for all things related to RTP)

Center for Learning and Teaching Excellence (CLTE)

Faculty Learning Series, Mid-Course Reviews, Sr. Faculty Mentors, Consultations, Faculty Development Committee Funding, etc.

Nathan Cox, Director of the Center for Learning and Teaching Excellence

2:30 **Closing Remarks / Adjourn** (Other useful info., Reminders and To-Do List items.)