

# New Faculty Pre-service Meeting (part-time faculty only), December 16, 2016

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## 9:00 -11:30 Housekeeping and Logistics

### Housekeeping

- Classroom assignments and keys – Diana Cohn
- FHDA email address
- Office, computer access, phone number

### Logistics:

- Staff Identification
- Textbooks- The Bookstore
- Parking: Permits

### Faculty business basics: My Portal

- Classroom technology –
  - 4foothill
  - Find room and test equipment BEFORE your first day in the room
  - ETS phone number = (408) 864-8324
  - Emergency number: 9-1-1 (no need to dial 9)
- Employee tab (email, directory, pay information –pay rate/step & column)
- Faculty tab (My... Contract, Grades, Class List, Clockwork Portlet)
- Contract: [http://fa.fhda.edu/faculty\\_pt\\_essential.html](http://fa.fhda.edu/faculty_pt_essential.html),
- Academic Senate: <http://www.foothill.edu/senate/index.php>
- Full time faculty handbook: [http://www.foothill.edu/staff/documents/Faculty\\_Handbook.pdf](http://www.foothill.edu/staff/documents/Faculty_Handbook.pdf)
- Part time faculty handbook: [http://www.foothill.edu/staff/documents/Faculty\\_Handbook\\_General.pdf](http://www.foothill.edu/staff/documents/Faculty_Handbook_General.pdf)
- Academic Calendar: [https://foothill.edu/fac\\_staff.php](https://foothill.edu/fac_staff.php) can be found under district academic resources in the first column
- ETUDES, CANVAS and Course Studio
- **Course Outlines of Record**– Where to find them & what is in them; why are they important?
- **Student Learning Outcomes** – where to find them, requirements for assessment and reflection
  - Division SLO coordinators contact info
- **Syllabus/Green Sheet Review & Discussion** – what MUST be on it vs. what should be on it?
  - SLO's for the course
  - Disability accommodation statement
  - Your contact info
  - Office hours are obligatory
  - Grading policy, attendance policy
  - A&R dates, dropping vs. W, repeatability
  - Final exam schedule: <http://www.foothill.edu/reg/examsched.php>
- **Attendance** – why it's important (**census!**) and how to collect it, can't grade on it
- **Student Support Services** –
  - **Academic:** [TLC](#) and [Ion Giorgiou STEM Success Center](#) – do not be shy with referrals!
  - **Personal:** [Student Health Services and Psychological Services](#)

- **What does your first day look like?**
  - 3x5 Card Info Gathering Suggestions: What should I know about you? Best Class/Worst Class, What do you like to be called? How do you like to learn?
  - Dropping/adding students/waitlists
- **Protect Yourself:** Some not to do's: encourage students to share cell numbers, say you'll respond to emails in less than 24 hours; lock your door to keep late students out
- **Basics for disruptive students.** How to handle? How to report? Thom Shepard

### **11:30 Tour of Campus**