

## **New Faculty Orientation Topics**

### **Training Provided for All Campus Locations by the Coordinator of Employee Education and Engagement and Other Trainers**

#### **Instructional**

- Academic Integrity
- Best Practices in Teaching
- Bulletin/Catalog
- CATs and Assessment of Student Learning
- Canvas
- Code of Conduct
- College Committees and Groups
- Evaluations
- Grade Documentation
- Graduation Information and Debriefing
- Recruitment
- Scheduling Matrix
- Title IX Responsibilities

#### **Policies and Procedures**

- Employee Leave
- FERPA
- Purchasing, Budgets, Fund Raising, Grants
- Title IX Policy

#### **Student Support**

- Learning Resource Center (Counseling, Disability Services, Student Support Services, Tutoring)
- Student Services
- Student Wellness Team

#### **Technology**

- CougarTechSupport
- Cybersecurity/Training
- E-mail Log In
- Enrollment Verification
- Grading responsibilities
- Portal Log In
- Portal/PAWS
- T:/G: Drives
- Telephone
- Terminal Server Access
- Website (Directories, Forms, Academic Calendars)

#### **Other**

- Campus Tour
- Human Resources Employee Orientation
- Mandatory Training  
Student Handbook
- PR, Bookstore, Campus Safety, LRC