New Faculty Learning Community Cohort

Fall 2008

SYNERGY

Leslie's Copy
On behalf of the Board of Trustees, Chancellor Dr. Dianne Van Hook, and the entire campus community, we would like to welcome you to College of the Canyons. We hope your experience at the college will be a rewarding one.

As a new faculty member, you are cordially invited to participate in SYNERGY. This New Faculty Learning Community Cohort at College of the Canyons is designed to assist new faculty in becoming integrated members of the College. The SYNERGY Program consists of a year-long set of experiences and training sessions, designed to be conducted in a learning community setting, to orient new faculty to the college and the community. SYNERGY addresses the unique needs of new faculty as they launch their academic career at the College. It is filled with energizing workshops, informative gatherings, social activities, and intellectually stimulating seminars that can help new hires situate themselves into a college environment.

We strongly believe that the well-being of newly hired faculty deserves the campus community’s attention. The program aims at building a strong sense of community on campus; strengthening connections and cultivating opportunities to advance organizational commitment; ensuring success in the tenure process; developing a positive working experience that extends to the larger campus community.

Much success to you!

SYNERGY Solution Team,

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New Faculty Will Experience a Year of FIRSTS

FIRST Step: Getting Started
FIRST Week: Flex Week and Orientation
FIRST Month: Surviving and Thriving
FIRST Semester: Laying a Foundation for Success
**FIRST STEP:**
*Getting Started*

--New hire paperwork and benefits orientation
--Faculty ID badge or Directory picture
--COCFA information
--Office space assignment
--Computer and Phone set-up
--Ordering office supplies/furniture
--Meet with your Department Chair and Dean
--Course section assignments
--Schedule of classes and catalog information
--Ordering Keys, Books and desk copies
--Information about creating a syllabus

**FIRST WEEK:**
*Flex Week & Orientation*

1. **New Employee Orientation**
   Tuesday, August 19, 2008 - Hasley Hall 204 (8:00 am – 12:00 pm)

   - 8:00 – 8:30am: Welcome & Overview of Professional Development
   - 8:30 – 9:00am: History of COC
   - 9:00 – 9:45am: Technology On Campus/Key Board Policies
   - 9:45 – 10:00am: Foundation Opportunities
   - 10:00 – 10:30am: Marketing/Getting the Information Out
   - 10:30 – 11:00am: Emergency Procedures
   - 11:00am – 12:00pm: Scavenger Hunt

   **Chancellor's New Employee Luncheon – PDR# 2 (12:00 – 1:30pm)**

   **Faculty Breakout Sessions – Hasley Hall 206 (1:30 – 4:00pm)**

   - 1:30 – 2:00pm: Human Resources
   - 2:00 – 2:30pm: SYNERGY Program
   - 2:30 – 3:00pm: COCFA
   - 3:00 – 3:30pm: Payroll
   - 3:30 – 4:00pm: Nuts & Bolts
Day 2: New Employee Orientation

Wednesday, August 20, 2008 - Hasley Hall 205 (8:30 am – 12:30 pm)

8:30 – 9:00am Academic Senate
9:00 – 9:15am Instruction/Division Deans
9:15 – 9:45am Admissions & Records
9:45 – 10:15am Student Discipline
10:15 – 10:45am Technology
10:45 – 11:15am Institute of Teaching & Learning
11:15am – 12:30pm Wrap-Up & Lunch

Friday, August 22, 2008 (Gymnasium)

Opening Day Luncheon Celebration

FIRST MONTH:
Surviving and Thriving

All workshops and sessions will be held on Fridays.

Session 1:
August 29, 2008 (12:00 – 2:00pm in PDR #2)

Service Department presentation

Meeting with mentor and cohort luncheon

- First Week Challenges
- Time management issues
- Review of semester calendar

Online resource for new faculty via Blackboard

Learning outcome: Faculty will be able to share their experiences and find solutions as a group and learn about Blackboard.

Session 2:

September 12, 2008 (10:00am – 12:00pm in R-206)

Service Department presentation

The History and Mission of Community College

Institute of Teaching and Learning

Learning outcome: Faculty will understand the background of community colleges.
Session 3:
September 26, 2008 (10:00am – 12:00pm in R-206)

Service Department presentation

Presentation from the Curriculum Committee: What is the curriculum process: an overview and how to access outlines in WebCMS

Learning outcome: Faculty will have a general understanding of the curriculum process.

Session 4:
October 10, 2008 (10:00am – 12:00pm in BONH 106 Tech Center)

Service Department presentation

How to effectively navigate the College’s website- Internet vs. Intranet and Outlook

Board Policies and College procedures

Learning outcome: Faculty will become familiar with our website resources, COC’s policies and procedures, and how to access the information.

Session 5:
October 24, 2008 (10:00am – 12:00pm in BONH 106 Tech Center)

Service Department presentation

Roundtable Discussions- “How to balance it all” and “Campus Climate” – Faculty, staff, and administrators are invited to this discussion to share about the real expectations on campus.

Touching basis on the tenure process

Learning outcome: Faculty will be able to receive advice from more seasoned faculty and will have an opportunity to ask more questions about the tenure process.

Session 6:
November 7, 2008 (10:00am – 12:00pm in PDR# 2)

Service Department presentation

Roundtable Discussion- “What works?” - First semester, first year and graduating semester students are invited for a round table discussion of “what works” for students and how instructors can help.

Presentation by Institutional Development - Importance of student data: how to access it and use it to benefit your classroom enrollment

Learning outcome: Faculty will have a better understanding of student needs and the effective use of student data for their classroom.
Session 7:
November 21, 2008 (10:00am – 12:00pm in R-206)
Service Department presentation
Meeting with mentor and cohort: End of semester challenges
  - Grades and Finals
  - Student issues
  - Open discussion

Learning outcome: Faculty will be able to share their experiences and find solutions as a group.

Session 8:
December 5, 2008 (10:00am – 12:00pm in R-206)
Reflection workshop/develop additional topic for next semester
End of (First) semester celebration

During the semester:
Attend a COC spons game of the cohort's choice: football, basketball, etc...

Learning outcome: Faculty will have an opportunity to participate in student activities.

Our Program's Mission

The COC New Faculty Learning Community Cohort is designed to assist new faculty in becoming integrated members of the college. The SYNERGY program addresses the unique needs of faculty as they are introduced into the college. This learning community will encompass five core values: collective energy and creativity, reciprocal values and vision, supportive environment, shared personal practices, as well as responsive leadership.
Goals of the learning community cohort based on SYNERGY

Supportive environment for communication
Yielding progressive learning and knowledge
Navigating the COC roadmap and its culture
Expectations the first year
Roles and Responsibilities
Growth and success for faculty
Your access to resources and services