NEW FACULTY ORIENTATION
The information presented here can be found in the Blackboard Course: RCC Faculty Essentials

Five modules:

• Community College Teaching
• First Day Preparation and Survival
• Student Support
• College Systems and Resources
• College Culture

This slide show is intended to whet your appetite!
LET'S GET STARTED!
Community College Teaching
Adults learn by:

• Knowing where they’re headed
• Building from past knowledge and experience
• Creating personal meaning
• Getting frequent feedback
• Engaging with the material and with others
• Understand your course learning outcomes.

• Include them in your syllabus; they will guide your students AND you.
ASSESSMENTS

How will your students demonstrate that they have met the course learning outcomes?

• Presentations
• Papers
• Portfolios
• Demonstrations
• Class discussions

• Reflection journals
• Tests
• And more......there are lots of possibilities!
COURSE CONTENT

What will the students be expected to **KNOW** (concepts they must understand) and **DO** (skills they must practice) in your course?
What learning experiences will you plan for your course?

- Readings
- Demonstrations
- Practice
- Homework
- Lectures
- Discussions
- Feedback... and more!
## Map Your Course
### How Will the Term Be Organized?

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<td>Develop a deep understanding of these major concepts.</td>
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<td>Show learning proficiency (Key Assessments)</td>
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NOW THAT YOUR COURSE IS PLANNED, CREATE YOUR SYLLABUS

• It’s a contract with your students. Hold yourself and your students accountable for knowing and abiding by what’s in it.

• See the sample template* (in the Bb course). Even if you “inherited” a syllabus, check it for current and required information.

SEE THE BLACKBOARD COURSE FOR MORE INFO!
Some Specifics on Teaching

- Always keep the learning outcomes in mind.
- Plan class sessions that have a variety of learning experiences.
- Lecture SPARINGLY.
- Use Power Point SPARINGLY.
- Assess your students’ learning:
  - Early and often
  - Informally and formally
  - With lots of feedback to students
THE ELEVEN STANDARDS OF GOOD TEACHING

• Guide us as instructors
• Used for evaluation

SEE THE BLACKBOARD COURSE FOR MORE INFORMATION ON THE ELEVEN STANDARDS AND ON FACULTY EVALUATION.
FIRST DAY PREPARATION & SURVIVAL
PRE-FIRST DAY CHECKLIST

• Prepare your syllabus. It is a critically important document to prepare for the first day.
• Check your roster to see if it is full...are there any waitlisted students?

SEE THE BLACKBOARD COURSE FOR MORE!
PRE-FIRST DAY CHECKLIST

• Check the parking situation (if at RVC)
• Check the room location, setup, & resources
• Make enough copies of your syllabus for all students enrolled plus a few extras for waitlisted students.

SEE THE BLACKBOARD COURSE FOR MORE!
FIRST DAY CHECKLIST

- Show up *early*
- Write your name and the course name and number on the board. (Bring a dry erase marker...classrooms don’t always have them!)
- Welcome students as they come in
- Take attendance
- Do an engaging activity/ice breaker.

SEE THE BLACKBOARD COURSE FOR MORE!
Rosters
available at Faculty Resources: www.roguecc.edu/fr

• Administrative Drop Rosters *(Admin Drop)*

• Class Rosters

• Grade Rosters
Admin Drop Rosters

• Attendance for the first week of the term only

• Students not attending at least 50% of the class sessions during Week One will be administratively dropped

• Submission deadline: 11:59pm on Monday of Week 2
"P" for Present, "A" for Absent, or "E" for Excused Absence for each class meeting during the first week of the term.
## PERMISSION CODES

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Enrolled: 7  Days: M  Waitlisted: 0  Location: HEC-309  

Permission Code: AGEB  
First Week Attendance Only
PERMISSION CODES

• Instructors may give a student permission to register in a class that is full or for a waitlisted student to add the class.

• **It is the student’s responsibility** to register or add the class online.

• Permission codes expire at 11:59 p.m. on **Wednesday of Week Two**.
See the Blackboard course for details about

• Class rosters and contacting entire class via email (use bcc)
• Submitting grade rosters
• The description of “weird grades” (Z, I)

Great pre-term strategy!
CLASSROOM MANAGEMENT
CLASSROOM MANAGEMENT

Before a Problem or Crisis Occurs:

Describe expected behavior in your syllabus and discuss during the first days of class and in your introduction to the course.

Student Rights, Freedoms & Responsibilities Statement
http://www.roguecc.edu/Students/StuRights/StudentRightsFreedomsResp.pdf
If there is an emergency, crisis situation, or medical emergency of any kind, dial 911, and then call Facilities to ask for Security 541-218-2930.
STUDENT BEHAVIOR ISSUES

You have a right to expect to maintain an orderly classroom environment, and you do not have to keep students in your classes when they behave inappropriately.
If you have concerns about a student’s behavior in class, you can contact the Counseling Department directly.

Riverside Campus: 541-245-7552
Redwood Campus: 541-956-7192
Table Rock Campus: 541-245-7863
CHILDREN IN CLASSES

• Only registered students may attend classes or labs unless the individual instructor and/or department chair makes an exception.

• Children 14 years or younger are not permitted on campus unless directly supervised by a responsible adult. The responsible adult may be asked to remove any disruptive children.
Family Educational Rights and Privacy Act (FERPA)

• The public posting of grades either by name or social security number is a violation of FERPA, whether done via paper source or online. Check FERPA requirements!

• At the college level, parents have no inherent rights to inspect a student's education records.
WHERE THE HECK ARE ALL THE COPIERS!?!?

Redwood Campus (Grants Pass)
• L-building
• Coates Hall 12
  (Instructional Media Office)
• F-building
• Wiseman (in the Learning Center)
WHERE THE HECK ARE ALL THE COPIERS!?!?

Riverside Campus (Medford)
• G-building near Testing Center
• HEC 201 & HEC 301
WHERE THE HECK ARE ALL THE COPIERS!?!?

- Table Rock Campus (White City)
- Room 117 (Public Safety)
- Room 135 (code #61559)
- Room 149 (code #61559)
Students with Disabilities

Emails are sent prior to the start of term (and during the first week)

Subject: Instructor - Letter of Introduction COURSE NUMBER

From: Eve Randolph, Randi Jiron, Andrew Childress

Be on the lookout for any emails from them!
Disability Services Department

December 15, 2015

TO: Sam Battrick
FROM: Andrew Childress, DS Coordinator
SUBJECT: INTRODUCTION TO INSTRUCTOR

The Disability Services Department strives to provide necessary academic assistance for RCC students with disabilities. The following student with a documented disability is enrolled in one of your courses. If you have questions at any time regarding meeting the educational needs of this or any student with learning challenges or need assistance in providing the necessary accommodations, please contact Disability Services in Jackson County at Ext. 7537 and in Josephine County at Ext. 7337.

For more information on working with students with disabilities, please refer to the Instructor’s Corner on the Disability Services website. The link can be found on the RCC home page.

Student’s Name: [Redacted]
Enrolled In: CS12SDV-01 Introduction to Digital Video

Student may elect to use any, all, or none of these accommodations:
Examples of Accommodations:

- Use of Testing Center
- Additional time on tests
- Additional time for Assignments
- Service Animals
- Note-taker
INSTRUCTIONAL MEDIA SERVICES

Can help with classroom technology, and Blackboard support, and much more!
CLASSROOM SETUP & BREAKS

Classroom Setup
Feel free to put it the way you want it, but return it to how you found it.

Breaks
During classes longer than 1.5 hours, it is customary to take at least one break.
STUDENT SUPPORT
Library Services – All Three Campuses

• Research instruction and assistance from our excellent Reference Librarians
• Computers with Internet access
• Wireless access in the Library
  ...and more!
TUTORING AND TESTING CENTERS

• **RCC Tutoring** is available – and free! - on all three campuses and online.
  http://go.roguecc.edu/department/academic-skills/tutoring-services

• **Testing Centers** are also located on all three campuses for students who need to do retakes, make-up tests, or tests for distance learning classes, or who need special accommodations.
  http://go.roguecc.edu/department/testing-services
Counseling services include:

• academic advising
• transfer and career planning
• personal counseling
• tools for self exploration
• academic progress

www.roguecc.edu/Counseling
DISABILITY SERVICES

WHAT IF A STUDENT FEELS THAT SHE OR HE HAS A DISABILITY?

• Any student who feels that she or he may need academic accommodations for a disability, such as vision, hearing, orthopedic, learning disabilities, psychological or other medical conditions, should make an appointment with Disability Services.
ROGUE CENTRAL SERVICES FOR STUDENTS

- Registration, cashiering and financial aid advising are available at one convenient location on each of our three main campuses.
COLLEGE SYSTEMS & RESOURCES
USE YOUR RCC EMAIL

https://outlook.office365.com/

Or go through Quick Links on the RCC Web page.

Tip: Check your “clutter” folder!

username@roguecc.edu
SAFETY AWARENESS

• Safety Escorts
• Battery Jumps
• Room Unlocks
• Lost and Found

TIP: Add these numbers to your cell phone now... so they're ready when you need them!

Contact Security at: RCC District: 24 hr. contact 541-218-2930
RVC security: 541-218-2931.
Departmental administrative assistants are enormously helpful. Know who yours is!

We'd have gotten you a card signed by everyone but you're the one who organizes those things.
We hope we’ve piqued your interest and whetted your appetite.

Both the Blackboard course and the in-person orientation have much more information.

If you complete the Bb course and do all 5 assessments OR attend a 2-hour New-Faculty Orientation (offered only occasionally) you can earn $40 in meeting pay.

(Unfortunately, doing both will NOT double the pay!)
IMPORTANT CONTACT INFORMATION

Outcomes and Assessment: Lori Sours / Lsours@roguecc.edu / 541-245-7803

Help Desk
- RWC (CH-13): 956-7042
- RVC (B20): 245-7535
- TRC (134): 245-7985

Media Support
- RWC-CH12: 956-7038
- RVC-G6: 245-7514
- TRC-130: 245-7826

Security: RCC District (24 hr.) 541-218-2930
RVC security 541-218-2931.

In an emergency always call 911 first.