

NEW FACULTY ORIENTATION

Fall 2016

Leslie Minor, Academic Affairs

WELCOME!

Who Are We?

- ▶ **Mission Statement:** Solano Community College's mission is to educate a culturally and academically diverse student population drawn from our local communities and beyond. We are committed to student learning and achievement and to helping our students achieve their educational, professional, and personal goals. Solano transforms students' lives with undergraduate education, transfer courses, career-and-technical education, certificate programs, workforce development and training, basic-skills education, and lifelong-learning opportunities.
- ▶ **Vision Statement:** Solano Community College will be a recognized leader in educational excellence — transforming students' lives.

Strategic Goals and Objectives:

▶ Goal 1: Foster Excellence in Learning

- ▶ Obj. 1.1 – Create an environment that is conducive to student learning.
- ▶ Obj. 1.2 – Create an environment that supports quality teaching.
- ▶ Obj. 1.3 – Optimize student performance on Institutional Core Competencies

▶ Goal 2: Maximize Student Access and Success

- ▶ Obj. 2.1 – Identify and provide appropriate support for underprepared students.
- ▶ Obj. 2.2 – Update and strengthen career/technical curricula.
- ▶ Obj. 2.3 – Identify and provide appropriate support for transfer students.
- ▶ Obj. 2.4 – Improve student access to college facilities and services for students.
- ▶ Obj. 2.5 – Develop and implement an effective Enrollment Management Plan

▶ Goal 3: Strengthen Community Connections

- ▶ Obj. 3.1 – Respond to community needs.
- ▶ Obj. 3.2 – Expand ties to the community.

▶ Goal 4: Optimize Resources

- ▶ Obj. 4.1 – Develop and manage resources to support institutional effectiveness.
- ▶ Obj. 4.2 – Maximize organizational efficiency and effectiveness.
- ▶ Obj. 4.3 – Maintain up-to-date technology to support the curriculum and business functions.

People to know:

- ▶ *Office of the Superintendent-President:*
- ▶ Dr. Celia Esposito-Noy, Superintendent-President
- ▶ Sandra Therrien, Executive Coordinator

- ▶ *Student Services:* Greg Brown, Vice President
- ▶ Khadijah Adjabeng, Executive Coordinator

- ▶ *Finance and Administration:* Yulian Ligioso, Vice President
- ▶ Laura Convento, Executive Coordinator

- ▶ *Academic Affairs:* Leslie Minor, Vice President
- ▶ Laurie Gorman, Executive Coordinator

People to know:

- ▶ Your School Dean and your school's Administrative Assistant:
 - ▶ Robert Gabriel, Dean of Health Sciences, Robert.Gabriel@Solano.edu
 - ▶ Janet Schwartz, Administrative Assistant Janet.Schwartz@Solano.edu
- ▶ Neil Glines, Dean of Liberal Arts, Neil.Glines@Solano.edu
- ▶ Leigh Anne Jones and Donna Meyer, Administrative Assistants
 - ▶ LeighAnne.Jones@Solano.edu Donna.Meyer@Solano.edu
- ▶ Sandy Lamba, Dean of Social and Behavioral Sciences, Sandy.Lamba@Solano.edu
- ▶ Janet Leary, Administrative Assistant, Janet.Leary@Solano.edu

People to know:

- ▶ Shirley Lewis, Vallejo Center and Interim Dean of Mathematics and Sciences, Shirley.lewis@Solano.edu
- ▶ Amy Meachum and Danielle Gonzalez, Administrative Assistants, Amy.Meachum@Solano.edu Danielle.Gonzalez@Solano.edu
- ▶ Maire Morinec, Dean of CTE/Vacaville/Travis/Appl. Tech & Bus., Maire.Morinec@solano.edu
- ▶ Sal Abbate, Administrative Assistant, Salvatore.Abbate@Solano.edu
- ▶ Jocelyn Mouton, Dean of Counseling, Jocelyn.Mouton@Solano.edu
- ▶ Tricia Meyer, Administrative Assistant, Tricia.Meyer@Solano.edu
- ▶ Peter Cammish, Dean of Research and Planning, Peter.Cammish@Solano.edu
- ▶ Kelly Penwell, Associate Dean of Workforce Development/SBDC, Kelly.Penwell@Solano.edu

People to know:

- ▶ Academic Senate President for 2016-2017: Michael Wyly (School of Liberal Arts), Michael.Wyly@Solano.edu
- ▶ Academic Senate Vice-President for 2016-2017: LaNae Jaimez (School of Social and Behavioral Sciences), LaNae.Jaimez@Solano.edu
- ▶ Each academic School has a representative to Academic Senate, also Adjunct faculty have a representative; contact your Dean or Senate leaders for more information
- ▶ CTA President for 2016-2017: Erin Farmer (School of Liberal Arts), Erin.Farmer@Solano.edu
- ▶ CTA Vice-President for 2016-2017: Karen Cook (School of Business and Applied Technology), Karen.Cool@Solano.edu

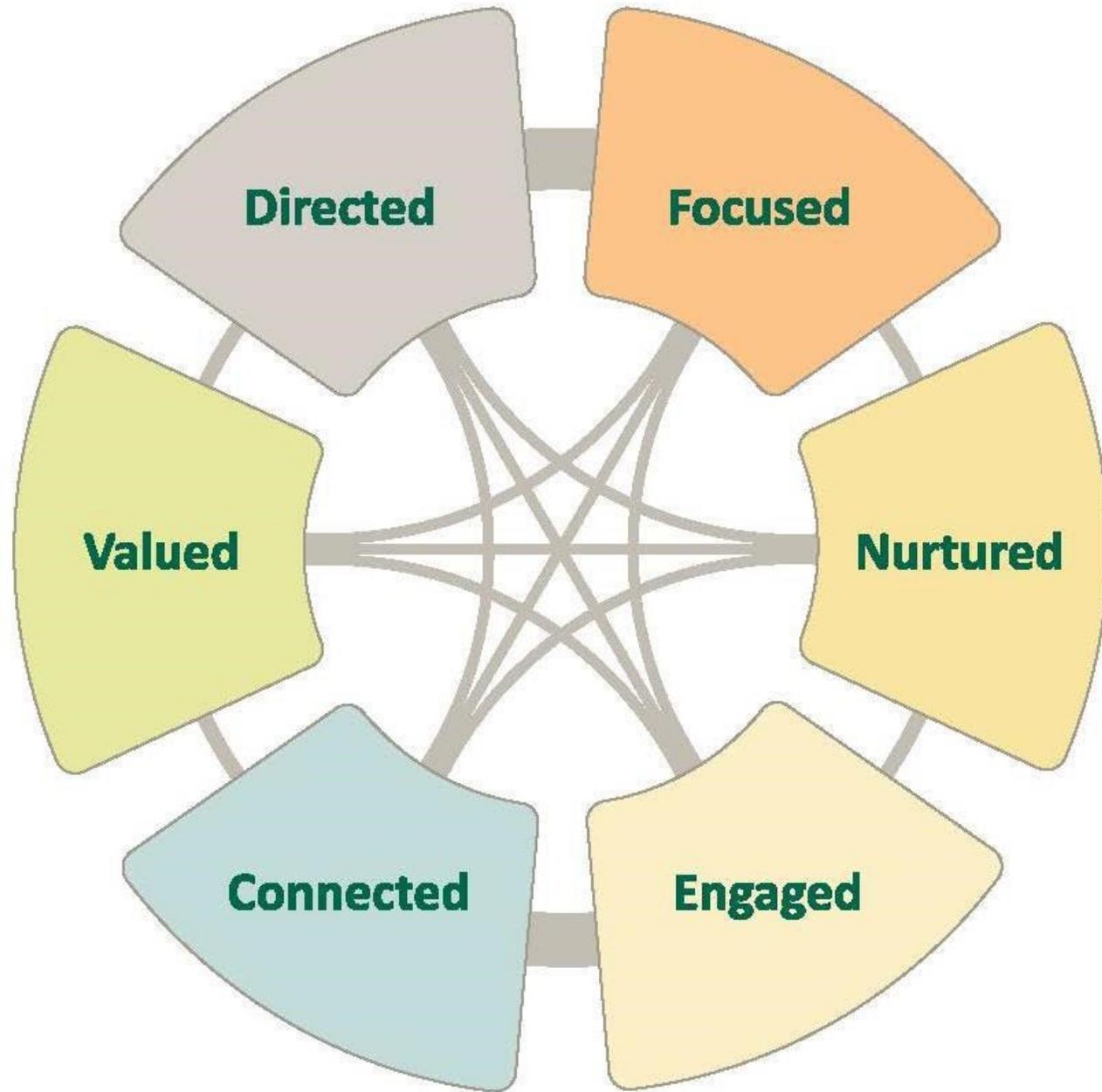
Part 1: Effective Teaching at Solano

Solano Students:

- ▶ About 10,000 students attend each semester
- ▶ About 2/3 attend part time, about 1/3 attend full time
- ▶ More than half of students are female
- ▶ By ethnicity or race, about 30% of students are White non-Hispanic, almost 30% are Hispanic, about 14% are African-American, about 10% are Filipino, about 10% are multi-ethnic, about 5% are Asian, and fewer than 1% are American Indian/Alaskan Native
- ▶ About 1/3 of students are in each age group: 19 or under, 20-24, 25+
- ▶ Most students attend classes during the day (1/4 take night classes)

What do students need to succeed?

- ▶ Students are more likely to succeed when *six success factors* are present:
- ▶ **Directed:** Students have a goal and know how to achieve it.
- ▶ **Focused:** Students stay on track—keeping their eyes on the prize.
- ▶ **Nurtured:** Students feel somebody wants and helps them to succeed.
- ▶ **Engaged:** Students actively participate in class and extracurriculars.
- ▶ **Connected:** Students feel like they are part of the college community.
- ▶ **Valued:** Students' skills, talents, abilities and experiences are recognized; they have opportunities to contribute on campus and feel their contributions are appreciated.
- ▶ <http://rpgroup.org/sites/default/files/StudentSupportRedefined-ActionGuideFall2013.pdf>



10 Ways Faculty Can Support Student Success

1. Ask students about their educational and career goals (directed).
2. Integrate career and educational goal exploration into course assignments (directed, focused, engaged).
3. Provide regular and meaningful feedback to students about their performance and progress (focused, engaged).
4. Regularly ask students if they understand the course materials and direct them to available assistance when needed (nurtured, engaged).
5. Learn your students' names and ask them how they are doing (nurtured, connected).
6. Create opportunities for students to provide feedback on their experience in your course throughout the term (engaged, valued).
7. Show students that you are proud to work at your institution and that they should be proud to be enrolled at your community college (connected).
8. Provide opportunities for and encourage students to connect with and support each other (connected, nurtured, engaged).
9. Incorporate opportunities for students to share their personal and family history and culture in class assignments (valued, engaged).
10. Connect or provide students with opportunities to help their peers (valued, engaged¹²).

10 Ways Everyone Can Support Student Success

1. Ask students why they are in college (directed, focused, nurtured).
2. Help students navigate their way through the different offices, programs and services at the college (connected, directed, engaged).
3. Connect students with services or resources that can help them with career exploration, goal selection and ongoing academic assistance (directed, engaged, connected).
4. Have high expectations for students and hold them accountable (focused, nurtured) Learn your students' names and ask them how they are doing (nurtured, connected).
5. Ask students for feedback about their experience, including what works, what needs improvement and what's missing (engaged, valued).
6. Encourage participation in out-of-class activities (engaged).
7. Help students build peer support networks (connected, valued).
8. Show students that you are proud to work at your institution and that they should be proud to be enrolled at your community college (connected).
9. Recognize the value of students' talents, abilities, skills and experiences and connect them with opportunities to contribute (valued).
10. Communicate and demonstrate to students that you care about their success (nurtured, valued).

Delivering Classroom Instruction

- ▶ “Sage on the Stage”

Or

- ▶ “Guide on the Side”

- ▶ Lecture is principal method of instruction - used 80% of class time in higher ed
- ▶ Lectures focus mostly on low-level factual materials - 90% of questions are based on recall
- ▶ About 30% of questions result in no student response
- ▶ Students with higher GPA, and higher socio-economic background benefit most from lecture
- ▶ Lecture-recall is pretty effective for immediate recall of factual information, but...
- ▶ “The more you say, the less people remember.” (Gustave Flaubert)

Delivering Classroom Instruction

- ▶ Active learning, collaborative learning, computer-based instruction can be very effective
- ▶ Student participation, students leading discussion, students learning in groups can have better results than lecture
- ▶ Lecture + enhanced info with technology is effective: slides, comprehension questions, animations, music, holding students' attention
- ▶ Allow students to participate actively in their own learning
- ▶ Active learning helps develop life-long learning skills
- ▶ Make content relevant

Delivering Classroom Instruction

- ▶ Make requirements meaningful
- ▶ Hold high expectations
- ▶ Use active, directed, guided discussions
- ▶ Consider service learning
- ▶ Manage the classroom so that everyone can learn and nobody's time is wasted
- ▶ Respect students, expect them to respect each other and you
- ▶ Share the joy of learning!

Part 2: Nuts and Bolts for Instructors

Resources for info at Solano:

- ▶ Faculty Handbook (online)
▶ http://www.solano.edu/academic_affairs/faculty_handbook.php

- ▶ SCC Student Handbook (online)
▶ http://www.solano.edu/student_service/1415/Student%20Rights%20Handbook_Rev%208-20-2014-sgl%20pgs-web%20copy.pdf

- ▶ SCC Catalog
▶ <http://www.solano.edu/catalog/catalog201617.php>

- ▶ Faculty CBA (Collective Bargaining Agreement)
▶ http://www.solano.edu/hr/union_contracts.php

Resources for instructors:

- ▶ What Excellent Community Colleges Do: Preparing All Students for Success (2014), by Joshua S. Wyner. Harvard Education Press. ISBN 978-1-61250-649-4
- ▶ Redesigning America's Community Colleges: A Clearer Path to Student Success (2015), by Thomas Bailey, Shanna Smith Jaggars, and Davis Jenkins. The President and Fellows of Harvard College. ISBN 978-0674368286
- ▶ The College Fear Factor: How Students and Professors Misunderstand Each Other (2011), by Rebecca Cox, The President and Fellows of Harvard College. ISBN 978-0674060166
- ▶ California Community Colleges' Success Network <http://3csn.org/>
- ▶ Academic Senate for California Community Colleges <http://www.asccc.org/>
- ▶ California Community Colleges Professional Learning Network <http://prolearningnetwork.cccco.edu/>
- ▶ Solano College Academic Success and Tutoring Center (not just for students!)

Dates

- ▶ Fall semester academic term dates are: August 11 - December 16
- ▶ Classes begin on August 15

- ▶ Flex Cal days are:
 - ▶ August 11 (Optional Day)
 - ▶ August 12 (Required Day)

- ▶ Link to Academic Calendar:
 - ▶ <http://www.solano.edu/ar/1516/Fall%2015%20-%20Spring%2016%20Dates%20and%20Deadlines%20rev%20jm%206815.pdf>

Your Absences

- ▶ Only when necessary
- ▶ Let your School Dean and Administrative Assistant know **in advance**
- ▶ If there is enough time to do so, your Dean will find a substitute
- ▶ In the case of emergency, let the Dean and Admin know as soon as possible
- ▶ Notify students via e-mail as soon as possible
- ▶ If teaching at a Center, notify center Dean/staff in addition to your own Dean
- ▶ Do NOT cancel class unless absolutely necessary - your meeting hours affect student learning, and our funding from the state

Office hours

- ▶ For full time instructors: 4 hours per week, one can be “virtual” but arranged in advance and posted on syllabus and with notification to Dean
- ▶ For adjunct instructors: 4 - 9 paid hours, depending on class assignments
- ▶ Notify school Admin asap, if you have not done so already, that you plan to hold office hours
- ▶ Office hours for Adjuncts can be held in shared office space, check with Admins
- ▶ Effective use of office hours (examples): review of exams or homework, review of assignment drafts, study session, general tutoring in the Academic Success and Tutoring Center, other ideas...?

Are There Standard Syllabus Elements?

* Yes, and they must match the Course Outline of Record: <http://www.curricunet.com/solano/catalog/>

* Give your Admin Assistant a copy of each syllabus.

Course title and number	Course prerequisites and advisories, if any
Course description and objectives	Course content outline
Student Learning Outcomes	Instructor contact information, including SCC e-mail address
Methods of student evaluation, types and number of exams	Grading standards
Attendance requirements, including last date to drop the class and receive a "W" (See the Academic Calendar "Important Dates" for actual date.)	Outside of class homework expectations
Additional requirements for this class	Dates of mid-term and final examinations
Dates of semester holidays	Office Hours

Take Attendance? Yes

- ▶ Apportionment (funding) from the state is calculated at the 20% completion point of a class
- ▶ Sign, and turn in, attendance rosters for census by due dates posted and e-mailed to you
- ▶ Is your class reimbursed by the state as “positive attendance” or “TBA” hours?
- ▶ If yes, take attendance at EVERY class meeting: Mandatory!
- ▶ TBA or positive attendance: Turn in attendance rosters to your Admin at the end of the term
- ▶ Pay close attention to the *Critical Dates* listed on your roster, and be sure to drop “no show” students immediately

I'd really like to move the time or location for my class...

▶ **NO!**

- ▶ Locations are centrally assigned
- ▶ We must know where you and your students are
- ▶ Students register for times/places they can meet

- ▶ *Be on time for your classes!*
 - ▶ Be a model for success for your students
 - ▶ Meet the total required minutes for your credit units

Can I skip the final exam? Or have a pizza party instead of a final exam?

▶ **NO!**

- ▶ A final examination or an *appropriate culminating activity* is required in all classes
- ▶ *The time scheduled for the final examination is counted toward meeting the minimum number of hours of a class; therefore, there can be NO exceptions to this policy*
- ▶ *Do NOT change the date, time, or location of your Final Exam*

Can I turn in my final grades after my vacation? Let's say, next term?

▶ **NO!**

- ▶ Turn your grades in 4 calendar days from the last day of the term
- ▶ Turning in grades late means ALL students receive Financial Aid late next term
- ▶ Late grades prohibit students from registering in classes that need a pre-req, or a passing grade in an earlier level of a sequence
- ▶ Remember, you cannot change the date, time, or location of your Final Exam

Do I need to do anything more than teach my classes?

- ▶ All instructors:
 - ▶ Flex activities: some are mandatory, some optional
 - ▶ Contact Academic Senate or your Dean for opportunities for projects, committees, task force work
 - ▶ Professional development: opportunities and funding are available through Senate
- ▶ Full time instructors:
 - ▶ Service expectations also include active participation in Program Review
- ▶ Adjunct instructors:
 - ▶ Optional active participation in Program Review

Do I need to do anything more than teach my classes?

- ▶ Student Learning Outcomes (SLO) and assessments of SLO are required for all instructors
- ▶ SLO are written by SCC faculty and approved through the state for existing classes, so use the approved versions (available on the Course Outline of Record - ask your Dean, School Coordinator, or School Administrative Assistant for this information)
- ▶ Full-time faculty: SLO assessments are part of job duties, and part of the faculty evaluation process
- ▶ Part-time faculty: SLO assessments are part of job duties, and limited pay is available for this work

One of my students is disrupting my class...

- ▶ Talk to the student if possible, away from other students
- ▶ Ask your Dean for suggestions or intervention
- ▶ Refer students to Student Code of Conduct
- ▶ If behavior does not resolve, SCC will act to address it via Office of Student Services, contact VP Gregory Brown, Gregory.brown@Solano.edu 707-864-7159
- ▶ In an emergency during class, have a student call 911

My computer or e-mail is not working...

- ▶ Helpdesk@solano.edu or call ext. 4690

▶ My chair broke, a big spill occurred, etc...

- ▶ Log in to *MySolano*
- ▶ Open the tab for *Employee*
- ▶ Open the tab for *Work Orders*
- ▶ Open *Facilities Work Order Request* and complete the fields
- ▶ If urgent, contact Facilities Service Calls at x7196

What grades can I assign?

▶ Symbol	Definition	Points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, Less than Satisfactory	1
F	Failing	0
P	Pass (At least satisfactory; units awarded not counted in GPA.)	
NP	No Pass (less than satisfactory; units not counted in GPA. Will be considered in progress probation and dismissal procedures.)	

Where can I refer students for more help to be successful?

- ▶ Academic Success and Tutoring Center
- ▶ Assessment/Placement Testing
- ▶ CalWORKS
- ▶ Career Information Center
- ▶ Cooperative Agencies Resources for Education (CARE)
- ▶ Counseling Center
- ▶ Disabled Students Programs and Services
- ▶ ESL Lab

Where can I refer students for more help to be successful?

- ▶ Extended Opportunity Programs & Services (EOPS)
- ▶ Foster Youth Success Initiative
- ▶ Library
- ▶ MESA Center
- ▶ Puente Project
- ▶ Reading Improvement Lab / Writing Skills Lab
- ▶ Transfer Center
- ▶ Umoja

What if things go very wrong?

- ▶ During a natural disaster (flood, fire, earthquake, etc.) or other emergency situation which may affect the operation of the College, information on operations will be distributed to KUIC FM (95.3 Vacaville) and KCBS AM (740 San Francisco) radio stations.
- ▶ Text messages will be sent to your phone (phone # in Banner)
- ▶ For Police, Fire, and Medical Emergencies: call **911**
- ▶ What to do when violence occurs: Call **911**

- ▶ *In an intense situation... Take time, compose yourself, and remember to:*
 - ▶ *1. Stay calm - don't allow emotions or ego to be hooked.*
 - ▶ *2. Maintain moderate voice level.*
 - ▶ *3. Refrain from threats, demeaning statements, or vulgarity.*
 - ▶ *4. Listen - with empathy and compassion.*
 - ▶ *5. Remember not to touch the person or invade his/her personal space.*
 - ▶ *6. Back off if you feel threatened.*

Final Note:

BE WELL,
DO GOOD WORK,
AND KEEP IN TOUCH.

- Garrison Keillor